Fort Belvoir Home Educators Constitution and Bylaws

Article I – Name and Mission

Section 1 – The name of this organization shall be known as Fort Belvoir Home Educators (FBHE). FBHE is a registered 501(c)(7) and a non-federal entity. It is not a part of the Department of Defense (DoD) or any government agency. Neither the installation nor the United States Government shall have any liability for the actions, debts, or obligations of FBHE.
Section 2 – FBHE is a support group offering events, classes, resources, and community to homeschooling military and Department of Defense (DoD) civilian families in the area.

Article II – Purpose

Section 1 – FBHE is established to:

1. Support homeschooling military, DoD, and DHS families on Fort Belvoir, Virginia, and its surrounding areas
2. Provide community support, taking no position on religion, partisan politics, or non-homeschooling issues
3. Provide a forum for members to plan group events, exchange resources and information, and use individual gifts and talents for the benefit of the group

FBHE will not engage in partisan political activity and will comply with all applicable Federal, State, local, and installation regulations.

Article III – Membership Eligibility, Dues, and Volunteer Requirements

Section 1 – In order to be a member of FBHE, one must:

1. Have Fort Belvoir base access with the possibility of exception by Board majority vote
2. Be a parent or legal guardian and actively homeschooling at least one child who has turned four years old by September 30 of that year and is in K-12th grade
3. Agree to pay dues, teacher fees, and activity fees
4. Agree to adhere to all bylaws, Standard Operating Procedures, and policies of FBHE
5. Submit a background check. Security clearance will not be accepted in place of a background check

Section 2 – Each member must pay annual dues to be in good standing. Such payment is due on June 1st of each year but may be paid and accepted at any time during the year. Membership dues must be paid to the Treasurer within seven (7) days of membership acceptance. If membership is granted between April–May, dues must be paid at the time of acceptance and will cover the remainder of the current membership year as well as the following membership year. The membership year is June 1-May 31. Membership dues are non-refundable. However, in cases involving extenuating circumstances, the Board may, at its sole discretion, authorize a full or partial refund. Routine circumstances, including but not limited to permanent change of station, changes in homeschool status, or a decision not to participate in FBHE activities, shall not ordinarily qualify for a refund. Any exception granted under this provision shall be considered on a case-by-case basis and shall not establish a precedent or obligation for future refunds. Additional fees may be assessed for other FBHE activities, such as field trips, clubs, co-op supplies, etc. These additional fees are not used for general FBHE operating expenses, are specific to the activities, and are only applicable to those families participating in the activity. The Board may offer a summer membership extension for current members not continuing into the next membership year. The extension shall run from June 1 through the third Friday of August, with an extension fee determined by the Board.

Section 3 – FBHE operates an Every Member Participates (EMP) policy in which members are required to volunteer a minimum of 4 hours per year for those joining June to December and 2 hours for those joining January or later. All hours need to be submitted by May 31st. The designated board member reviews the volunteer tracker to ensure all members meet this requirement. If the required hours are not met, members will not be allowed to renew membership for the following calendar year. The Board reserves the right to waive volunteer hour requirements for any member due to extenuating circumstances, as determined by a majority vote of the Board. Opportunities for volunteering are listed on the Volunteer Interest form.

Section 4 – FBHE will not unlawfully deny membership, exclude from participation, or otherwise subject any person to discrimination based on race, color, religion, sex, national origin, reprisal, disability, age, sexual orientation, gender identity, status as a parent, or any other impermissible basis.

Section 5 – Any member may be removed from the group by a majority vote of the Board if deemed in the best interest of the organization, including, but not limited to, failure to comply with FBHE bylaws, policies, conduct expectations, or behavior that poses a safety risk to members or the organization. No membership dues or other fees will be refunded. Under these circumstances, the Board reserves the right to call an emergency board meeting without standard notice, as outlined in Article VII.

Article IV – Board

Section 1 – The FBHE board consists of elected and appointed positions. The Board has a President, Vice-President, Treasurer (appointed), Secretary, Membership Lead, Webmaster (appointed), Designated Safety Lead, and Parliamentarian.

Section 2 – The FBHE Board exists to:

1. maintain the overall policy and direction of FBHE
2. propose actions beneficial to FBHE and its members
3. act as representative between FBHE, its members, and Fort Belvoir officials
4. assess and update framework and policies as needed
5. ensure FBHE remains compliant with all applicable Fort Belvoir Non-Federal Entity (NFE) requirements, as directed by the installation

The board may utilize volunteers to support activities and programs of the organization. Volunteers serve in a non-governing capacity and do not have voting authority.

Section 3 – The board shall consist of no fewer than three (3) and no more than ten (10) voting members. At a minimum, the Board must include a President, Secretary, and Treasurer. The Board may adjust the number of board positions by a majority vote of the Board; however, no adjustment may increase or decrease the number of board positions by more than five (5) at one time. A decrease in the number of board members shall not shorten the term of any incumbent. Any reduction in positions will take effect at the next election cycle or when positions become vacant, whichever occurs first.

Section 4 – President. Coordinate board members in the pursuit of developing and maintaining a well-rounded, cohesive support group focused on FBHE's mission. The President acts as the liaison between FBHE and other Fort Belvoir entities. Oversees organizational events, including one-time or special events, ensuring coordination and alignment with FBHE policies and objectives. The President will serve a one-year term with the possibility of reelection.

Section 5 – Vice President. Assists the President and other board members in making and implementing decisions. Oversees recurring programs, including clubs and enrichment programs, ensuring coordination, scheduling, and support of volunteer leaders. The Vice President will serve a one-year term with the possibility of reelection.

Section 6 – Treasurer. Responsible for leading and maintaining FBHE's financial records and drafts and implements sound financial policies and procedures. The Treasurer shall be appointed by a majority vote of the Board, shall serve until replaced or removed by the Board, and is subject to annual board review in accordance with Article VI.

Section 7 – Secretary. Responsible for FBHE record keeping; minute-taking at board and general membership meetings; recording Board actions; ensuring documents are updated and maintained; and maintaining all FBHE documents. The Secretary will serve a one-year term with the possibility of reelection.

Section 8 – Membership Lead. Manages membership operations, including enrollment, renewals, and maintenance of membership records. Oversees organizational communications, including member outreach, inquiries, and maintenance of official communication platforms to ensure timely and accurate information dissemination. Tracks member volunteer hours and maintains related records to support compliance with participation requirements. The Membership Lead will serve a one-year term with the possibility of reelection.

Section 9 – Webmaster. Maintains the FBHE website(s) by ensuring information is current and accessible to members and the community (as applicable); maintains FBHE calendar; manages field trip submissions, including review and approval to ensure accuracy and appropriateness; and maintains FBHE Google Workplace. The Webmaster shall be appointed by a majority vote of the Board, shall serve until replaced or removed by the Board, and is subject to annual board review in accordance with Article VI.

Section 10 – Designated Safeguard Lead (DSL). Responsible for ensuring Safeguarding and Child Protection policies and practices are considered in all aspects of FBHE's work and for holding FBHE accountable for responding appropriately to any concerns. The DSL will also advise the Board on required child safety laws and required updates. The DSL will serve a one-year term with the possibility of reelection.

Section 11 – Parliamentarian. The Parliamentarian will act as a facilitator for bylaws, a consultant to manage meetings, and mentor for members on parliamentary procedures.

Oversees nomination and election processes, ensuring compliance with bylaws and established procedures. The Parliamentarian will serve a one-year term with the possibility of reelection.

Article V - Co-op

Section 1 – The Co-op Director and Co-Director will be appointed by the Board and must have participated in at least one (1) semester of Co-op prior to serving in the role. At least one Co-op Leader must attend board meetings to provide updates. Co-op leadership may be removed by a majority vote of the Board.

Article VI – Board Election and Appointment Requirements

Section 1 – **Nomination of Elected Positions**. To be considered for an elected board position, one must be nominated, and the nomination must be seconded. A member may self-nominate or second their own nomination, but not both. All voted in board members shall serve a term of one (1) year and may be re-elected. A board member's service ends at the conclusion of their term unless they resign or are removed in accordance with these bylaws. This section applies to elected board positions as defined in Article IV.

Section 2 – **Appointments of Non-Elected Positions**. Appointed board positions, as defined in Article IV, shall be filled by a majority vote of the Board. Individuals appointed to these positions must meet the eligibility requirements outlined in Section 3 and be willing and able to serve for an extended period to ensure continuity. Appointed board members are not subject to nomination or election procedures, may serve without fixed term limits, and shall be reviewed annually by the Board. Appointed board members may be removed and replaced at any time by a majority vote of the Board.

Section 3 – **Eligibility**. To be eligible for a board position, elected or appointed, a member must be in good standing and have been a member of FBHE since at least January 1 of the election year. Members nominated for elected board positions must be willing and able to serve the entire one-year term. Appointed board members are not subject to the one-year term limitation but must be willing and able to serve for an extended period longer than a year.

Section 4 – **Removal**. Any board member, elected or appointed, may be removed by a majority vote of the remaining board members at any general or emergency meeting, if

deemed in the best interest of the organization, including but not limited to failure to fulfill the responsibilities of the position.

Section 5 – **Resignation**. Any board member, elected or appointed, may resign at any time by giving written notice of such resignation to the President of the Board. The resigning board member may be asked to provide a review of their position and current matters to their replacement.

Section 6 – **Vacancies**. In the event the President position becomes vacant, the Vice President shall assume the role of President. Vacancies in other required board positions must be filled by a majority vote of the Board to maintain compliance with Fort Belvoir requirements. Vacancies in all other board positions may be filled by a majority vote of the Board or left vacant until the next election cycle. Vacancies in appointed board positions shall be filled as soon as practicable in accordance with Section 2 and as defined in Article IV. The individual selected must meet the qualifications for board service and will serve for the remainder of the unexpired term for elected positions, or until replaced for appointed positions. A vacancy created by an increase in the number of board positions may be filled by a majority vote of the Board. The individual selected will serve until the next annual election.

Section 7 – Election and Appointment Procedures. Elected board members are to be voted on and elected by the membership in May. Their term in office begins after being sworn in at the June board meeting. Appointed board members shall be selected in accordance with Section 2 and shall transition at the June board meeting with the board cycle. Any mid-year board vacancies are filled in accordance with Section 6.

Article VII – Board Meetings

Section 1 – General board meetings shall be held at such times and places as determined by the Board, but not less than once quarterly.

Section 2 – A quorum is reached when two-thirds (2/3) of board members, based on the number of then-filled positions, is present.

Section 3 – Any matter requiring a vote from the Board must pass by majority vote. Voting may only take place if a quorum is present at the meeting. In the event of a tie, the vote shall be decided by the highest-ranking board member present, with rank determined by the order of positions listed in Article IV.

Section 4 – Members may attend general board meetings to provide input but may not vote. Date and time of board meetings will be placed on the FBHE calendar. An agenda will be provided 48 hours in advance to all members via the common method of communication at the time (website, email, etc.).

Section 5 – Working and Emergency meetings of the Board may be called by any board member. These meetings are closed to general membership. Working meetings are conducted for planning, coordination, and operational matters. Emergency meetings may be conducted with limited or no advance notice when necessary to address urgent or sensitive matters requiring board action.

Section 6 – Action by Board Without Meeting. Any action which may be taken at a meeting of the Board may be taken without a meeting, provided all board members unanimously agree. Such agreement may be provided in writing or by documented electronic communication, including but not limited to FBHE email, messaging platforms, or other commonly used communication methods, provided all votes are captured and recorded.

Section 7 – **Remuneration**. Board member positions are not compensated positions. Except for the reimbursement of expenses in alignment with the policies and Bylaws of FBHE, board members will receive no monetary compensation for their services.

Section 8 – **Loans**. No monetary loans may be made by FBHE to any board member.

Section 9 – **Action of Board Members by Communications Equipment**. Any action which may be taken at a meeting of the Board may be taken by means of a telephone or video conference or similar communications equipment which allows all persons participating in the meeting to hear each other at the same time. A member participating in a meeting by remote means is deemed to be present in person at the meeting.

Article VIII – Special Corporate Acts

Section 1 – **Execution of Written Instruments**. All contracts, deeds, documents, and instruments that acquire, transfer, exchange, sell, or dispose of any assets of FBHE must be executed by the President to bind FBHE after board review and approval. If the President is incapacitated or otherwise unavailable, then the designated Vice President may execute the respective documents to bind FBHE. This section does not apply to any checks, money orders, notes, or other financial instruments for direct payment or FBHE funds which are subject to Article VIII Section 2 of these Bylaws.

Section 2 – **Signing of Checks or Notes**. All authorizations to distribute, pay, or immediately draw upon the financial resources of FBHE must be signed by the Treasurer after Board approval, including any expense reimbursement or compensation payments to board members, contractors, or general members. If the Treasurer is incapacitated or otherwise unavailable, then the President may execute the respective documents to bind FBHE.

Section 3 – **Special Signing Powers**. If the President holds an interest which exists outside of the capacity of being President, then any agreement involving such interest must be signed by a separate individual officer to duly bind FBHE to such an agreement or instrument.

Article IX – Tax Exempt Status

Section 1 – The purposes for which this organization is formed are exclusively pleasure, recreation, and other nonprofit purposes within the meaning of 501(c)(7) of the United States Internal Revenue Code or the equivalent section of any future federal tax code.

Article X – Insurance and Liability

Section 1 – **Insurance**. FBHE will maintain insurance necessary to maintain post Non-Federal Entity (NFE) status.

Section 2 – **Debts**. Obligations may only be made if FBHE has enough funds to cover the cost of such obligations at the time the obligation is made. FBHE will not open a line of credit.

Section 3 – **Liability**. FBHE is a non-federal entity, and participation in FBHE activities is voluntary. FBHE is solely responsible for its debts and liabilities, even in the event its assets are insufficient to cover such obligations. FBHE is not responsible for the members' personal activities conducted outside of FBHE-sponsored events or programs. Members are responsible for their own actions and the supervision of their children during participation in FBHE activities. Members are not personally liable for the debts, obligations, or liabilities of FBHE.

Article XI – Dissolution

Section 1 – Upon a Board majority vote for dissolution, FBHE funds will be used to pay any just debts, obligations, or liabilities as decided by the Board. Assets may be sold to further pay any just debts, obligations, or liabilities. Any remaining balance will be donated to the Military Homeschoolers Association as an unconditional gift.

Article XII – Amendments

Section 1 – These Bylaws may be amended at any regular meeting or at any special meeting called for that purpose by a majority vote of the board members. Any member in good standing can make a motion for an amendment to the Bylaws. Another member in good standing must second the motion before the Board will vote on the motion.

Section 2 – Emergency Bylaws. The Board may adopt emergency Bylaws which operate during any emergency in FBHE's conduct of business resulting from any force majeure incident.

Section 3 – Compliance with State Law. Any amendment to FBHE's Bylaws shall comply with the respective laws, rules, and regulations of the jurisdiction in which FBHE operates or conducts business.

Article XIII – Signatures

Section 1 – By signing below, the undersigned members of the FBHE Board hereby certify that the foregoing Constitution and Bylaws were approved by a quorum of the Board on April 16, 2026.