

BYLAWS

Homestyle Christian Educators of the Ozarks (HCE)

ARTICLE I

NAME

The Name of this organization shall be known as “Homestyle Christian Educators of the Ozarks,” herein after referred to as “HCE”.

ARTICLE II

OBJECT

The object of this organization is to provide homeschoolers in the Twin Lakes Area and their parents with supplemental opportunities for group physical recreation, fellowship, extracurricular education, and field trips from a Biblically Christian perspective as guided by the HCE Statement of Faith.

ARTICLE III

MEMBER

Section 1. Eligibility for Membership

Yearly membership in HCE is open June 1st and ends on May 31st of each year.

A family shall be considered to be members of HCE if they have met **ALL** of the following criteria:

1. They are the parent or legal guardian of a current homeschooled child, or they are the parent or legal guardian of a previously homeschooled child/ren who has graduated from homeschool high school,
2. They have completed, signed, and submitted the HCE membership form or membership renewal form for the current school year to the Primary Committee,
3. They have signed and agree to abide by the HCE Policies and Procedures, Waiver of Liability, Statement of Faith, and the homeschool laws of the state in which they reside, and
4. They have paid the annual dues as set by the Primary Committee.

The HCE Primary Committee reserves the right to deny any membership for any reason.

Section 2. Dues and Fees

Annual dues will be a predetermined amount set by the Primary Committee by June 1st of each school year. Annual dues will be paid to HCE and are nonrefundable. The annual dues must be paid with the submission of the membership application or membership renewal form unless specific arrangements are made with the Primary Committee for payments.

Membership dues or agreed upon payment of said dues must be paid within ten (10) days of HCE receiving the membership application or renewal application to be considered an official member of HCE. If the membership dues or agreed upon payment is not paid within ten (10) days of HCE receiving the membership application or renewal application, that family's requested membership will be considered null and voided. If the membership application is voided because of non-payment of dues, participation in HCE activities, classes, and/or lending library will be denied. A family's membership application or renewal application may be reconsidered by the Primary Committee for yearly membership with the full balance due.

The purpose of the annual dues is to provide for basic administrative items and to help defray the cost of activities. The annual dues do not cover the expenses of voluntary activities such as semester classes or miscellaneous educational opportunities. Members will be charged extra for participation in semester classes or educational opportunities as set by the Primary Committee and/or class subcommittee. Members may also be charged fees above and beyond the dues for field trips and activity expenses as deemed necessary by the Primary Committee and/or subcommittees.

Section 3. Termination of Membership

The HCE Primary Committee reserves the right to deny or revoke any membership in HCE as they deem fit by a majority vote of the Primary Committee. Any decision by the Primary Committee to deny or revoke a membership is effective immediately. If a member or family's membership is revoked, no refunds, in whole or in part, will be made for dues or fees paid to HCE unless it is determined feasible by a majority vote of the Primary Committee. If a refund is determined as feasible, by the majority of the Primary Committee, the amount of the refund will be decided by the Primary Committee. Any decision concerning membership and/or refunds by the Primary Committee is final and cannot be contested.

Section 4. Resignation of Membership

A family may resign or remove their membership from HCE at their discretion by contacting the Primary Committee in writing via postal mail or email. If a family removes their membership, no refunds, in whole or in part, will be made for dues or fees paid to HCE unless it is determined feasible by a majority vote of the Primary Committee. If a refund is determined as feasible by the majority of the Primary Committee, the amount of the refund will be decided by the Primary Committee. Any decision concerning refunds and/or membership by the Primary Committee is final and cannot be contested.

Section 5. Resolution of Conflict

All issues and concerns of a member concerning HCE can be brought to the attention of the Primary Committee in person or in writing via postal mail or email. A member should submit their issue or concern to a Primary Committee member who will then present it at the next scheduled Primary Committee meeting for resolution. If warranted, the Primary Committee can request the member to attend a Primary Committee meeting to personally address their issue or concerns. In this case, the member will be assigned a specific time to present their issue or concerns to the PC. Once the member presents their issue or concerns, the member will be dismissed from the meeting; and the PC will meet privately to discuss and resolve the issue and/or concern. The Primary Committee will resolve all problems together as a united board and will not be asked to resolve conflicts independently of the other Committee members.

ARTICLE IV

PRIMARY COMMITTEE

Section 1. Titles & Duties of Primary Committee Members

The organization shall be governed by a Primary Committee composed of 6 positions: a President, Vice President, Treasurer, Secretary, and 2 other Members-at-Large. A husband and wife can share and serve in one position on the Primary Committee. These officers are to perform the duties as outlined in these bylaws and such other duties applicable to the office as prescribed by the Primary Committee.

The President shall preside at all meetings of the Primary Committee, ensure that proper records are maintained and filed as necessary, and see to the overall running of HCE subcommittees and activities.

The Vice-President will provide support and input to the President, act as President in the absence of the President, and fulfill any duties that are needed to support the overall running of HCE.

The Treasurer shall keep and maintain all financial records making sure that HCE funds are used in a wise and God-honoring method. The Treasurer will present financial reports at each Primary Committee meeting and will produce a financial report whenever asked or required. The Treasurer is responsible for filing all reports or forms that might be required by the State or government.

The Secretary is responsible for keeping accurate minutes of each meeting and presenting the previous meetings' minutes at each Primary Committee meeting.

The Members-at-large are responsible for providing support and input that are helpful to the running of HCE.

Section 2. Nominations and Elections

A. Nomination of Primary Committee Members

A Nominating Committee shall be organized by the Primary Committee in March of each school year and shall be composed of 2 members of the Primary Committee, and 2 members of the organization-at-large. Primary Committee members who are eligible for re-election cannot serve on the Nominating Committee. The Primary Committee will select all of the members for the Nominating Committee. Anyone serving on the Nominating Committee must be a current and active member of HCE with reputable standing within HCE and the community.

The Nominating Committee will set a two-week period in April where the membership can nominate members for the current year's Primary Committee election. Nominations can be made in writing via postal mail, email, or by ballot. A member can nominate themselves or another HCE member.

The Nominating Committee will determine if each nominee meets the requirements, as listed in "C. Eligibility", for being on the ballot for the current year's Primary Committee election. If the nominee meets the requirements, then the Nominating Committee will contact that person to see if he or she is willing to have their name submitted for the Primary Committee election.

If the nominee meets the requirements and is willing to have their name submitted for the Primary Committee election, then their name will be added to the ballot. If the Nominating Committee finds that the nominee does not meet the requirements for election or if the nominee declines, then their name will be removed from the list and not placed on the election ballot.

B. Election of Primary Committee Members

The positions on the Primary Committee shall be filled by election by the current MEMBERSHIP on an annual basis to be completed no later than the first week of May. Primary Committee positions are elected by popular vote and not by percentage. Members will be elected to serve on the Primary Committee as a whole with the specific positions to be distributed among and by the Primary Committee at their first meeting.

A voting period will last no more than one (1) week and will be set by the Nominating Committee. Voting will take place by ballot. Votes can be cast via postal mail, email, or at one (1) scheduled physical location for a certain date and time as set by the Nominating Committee. Each HCE_member family is allowed one vote during the Primary Committee Election.

After the nomination period, the Nominating Committee will make a final ballot listing all eligible nominees and present the ballot to HCE members for election and voting. Once the voting period is over, the Nominating Committee will tally the votes. The nominees receiving the most votes will fill the available Primary Committee position for the current election. If there are just enough eligible nominees on the final ballot to fill the available Primary Committee positions, then the Nominating Committee will forego the election and voting period and the nominees listed will automatically be elected to serve on the Primary Committee. If there are not enough eligible nominees on the final ballot to fill all the open positions, then the Nominating Committee will forego the election and voting period and those nominees listed are automatically elected to serve on the Primary Committee. In the event that the nomination and/or voting period

does not fill all the open Primary Committee positions, then the Primary Committee will seek to fill the empty slot from the membership.

Once the election and voting period is over, the Nominating Committee will inform the membership of the results. Newly elected Primary Committee members will take office on June 1st of each year.

C. Eligibility of Nominees for Primary Committee

In order to be a confirmed nominee and placed on the ballot for HCE Primary Committee election one must:

1. Be a current and active member of HCE,
2. Agree with the HCE Bylaws, Policies & Procedures, Waiver of Liability, and Statement of Faith,
3. Have a reputable standing within HCE and the community that displays Godly character,
4. Be able to attend Primary Committee meetings and take part in the leadership of HCE,
5. Be nominated during the current nomination period by a current HCE member or by submitting their own name for nomination, and,
6. Agree to have their name placed on the current year's ballot.

Section 3. Terms of Office for Primary Committee Members

Primary Committee members will serve the group for a two- (2) year term with a maximum of two (2) consecutive terms. Any committee member who is up for re-election and desires to run for a second term will be required to submit their name in the nominations or be nominated by another HCE member and be voted in by the membership. After serving two consecutive terms the PC member must take a one-year sabbatical before being eligible to be nominated and/or elected to serve again. During their sabbatical they may serve in other capacities within HCE. Primary Committee members cycle in threes each year. So each year three different primary committee members are either up for re-election or if they are at the end of their maximum of two consecutive terms, they will take a one-year sabbatical before being eligible for nomination and re-election. All newly elected Primary Committee members will take office starting June 1st.

Section 4. Removal of Primary Committee Members

The removal of a Primary Committee member will be initiated by a 2/3 majority vote of the Primary Committee. A Primary Committee member will be considered for removal if it is found that they do not comply with the eligibility requirements of nominees for the Primary Committee. These requirements are:

1. Be a current and active member of HCE,
2. Agree with the HCE Bylaws, Policies and Procedures, Waiver of Liability, and Statement of Faith,

3. Have a reputable standing within HCE and the community that displays Godly character, and
4. Be able to attend Primary Committee meetings and take part in the leadership of HCE.

Primary Committee members who wish to resign their position may do so in writing and/or verbally at a scheduled Primary Committee meeting.

Section 5. Vacancies on the Primary Committee

If a vacancy occurs on the Primary Committee due to either a removal or a resignation, that specific position will be considered vacant from said time of removal or resignation. In the event of any vacant position, the Primary Committee will decide to either leave the position vacant until the next election, or the Primary Committee will choose someone from the membership to serve on the Primary Committee for the duration of the term.

ARTICLE V

PRIMARY COMMITTEE MEETINGS

Section 1. Voting

Each Primary Committee position is allowed one vote (for a total of 6 votes). If a husband and wife are sharing a position, only one spouse needs to be present at Primary Committee meetings for that position to be represented. A vote can only be tabled once per item to avoid major delays, and the tabling must be agreed upon by the whole Primary Committee.

Section 2. Meeting requirements

A minimum of 3 of the members of the Primary Committee, which must include the President and/or Vice-President and the Secretary and/or Treasurer, in attendance shall comprise a quorum of any meeting, providing that attempts have been made to inform every Primary Committee member of the meeting; and all Primary Committee members are agreed that the meeting will take place with just 3 members..

The Primary Committee shall meet at least quarterly to discuss the needs of the membership and to organize the various committees and activities of the organization. At such meeting the minutes of the previous meeting will be reviewed, and the treasurer shall present a report of financial activity since the last meeting.

ARTICLE VI

SUBCOMMITTEES

The Primary Committee is authorized to establish subcommittees to organize any specific activity of the group. The members and chairs of each subcommittee will be chosen by the Primary Committee. The chair of each subcommittee will report to the Primary Committee directly or through the Primary Committee representative on that subcommittee.

There will be a minimum of one Primary Committee member that will serve as a representative on each subcommittee. That representative is responsible for the communication between their subcommittee and the other Primary Committee members. They are also responsible for making sure the goals of the subcommittee as outlined by the Primary Committee are accomplished in a timely and Godly manner and in accordance with the HCE Bylaws, Policies and Procedures, and Statement of Faith.

Subcommittees will be reviewed and formed each year by the Primary Committee according to the organization's needs. The goals and duties of the subcommittees will be reviewed and formed by the Primary Committee each year.

Subcommittees are required to seek approval from the Primary Committee for all proposed activities, classes, and/or expenses before proceeding beyond the planning stages and executing said activities, classes, and/or expenses. Failure to do so can result in removal of subcommittee members by the Primary Committee.

The Primary Committee reserves the right to place and/or remove subcommittee's members as is deemed necessary. The Primary Committee reserves the right to organize and/or disband any subcommittees as is deemed necessary to the benefit of HCE members.

ARTICLE VII

FINANCES

The finances of the organization shall be administered by the Treasurer, as directed by the Primary Committee, and in accordance with the ideals of openness, honesty, and good stewardship. The Treasurer shall maintain the account/s of the organization in such a manner that a current report of assets and activity can be made to the Primary Committee and/or membership at any time. There will be no refunds or reimbursements made without prior approval of the Primary Committee. In addition no refunds will be made without a separate receipt for proof of purchase.

ARTICLE VIII

TEACHERS/LEADERS

Prospective teachers and leaders will be approved by the Primary Committee prior to the commencement of classes, activities, and/or formations of subcommittees.

Section 1. Teachers

To be considered for teaching a class for HCE, teachers are required to:

1. Sign and fill out a teacher application,
2. Know and agree to abide by the HCE Statement of Faith,
3. Know and agree to abide by the HCE Policies and Procedures, and
4. Have a reputable standing in the community.

The Primary Committee reserves the right to request and check references from any prospective teacher. The Primary Committee reserves the right to remove any person who is teaching a class for HCE.

Section 2. Leaders

To be considered and appointed as a leader within HCE the following requirements must be met:

1. Be an active member of HCE,
2. Know and accept the HCE Statement of Faith,
3. Know and accept the HCE Policies and Procedures,
4. Know and accept the HCE Bylaws, and
5. Have a reputable standing in the community and within the HCE organization, as well as living a life that displays Godly character.

The Primary Committee reserves the right to appoint all leaders within HCE. Subcommittee chairs are considered leaders. The Primary Committee reserves the right to remove any person placed in a leadership position.

Section 3. Removal of Teachers and Leaders

If a teacher or leader is found in violation of the HCE Bylaws, Statement of Faith, HCE Policies and Procedures, and/or the Teacher and Leader requirements as outlined in Article VIII, Sections 1 and 2, the Primary Committee can choose by a majority vote to have them immediately removed from said position.

ARTICLE IX

STATEMENT OF FAITH

In order to insure that all information, teaching, and advice given to homeschoolers associated with HCE is consistent with the Christian beliefs, it is required that all persons who wish to obtain membership agree to abide by the following "Statement of Faith". This is not intended to be a definitive statement of Christian Faith; merely a basis for general agreement as it would pertain to the HCE membership.

SECTION A - The Holy Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed. (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18; John 16:12-13)

SECTION B - The Godhead

We believe in the Triune God, eternally existing in three persons--Father, Son, and Holy Spirit--co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deuteronomy 6:4; 2 Corinthians 13:14)

SECTION C - The Person and Work of Christ

1. We believe that the Lord Jesus Christ, the Eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit, and born of the Virgin Mary, in order that He might reveal God and redeem sinful man. (John 1:1-2, 14; Luke 1:35)
2. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal physical resurrection from the dead. (Romans 3:24-25; 1 Peter 2:24; Ephesians 1:7; 1 Peter 1:3-5)

SECTION D - The Total Depravity of Man

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself utterly unable to remedy his lost condition. (Genesis 1:26-27; Romans 3:22-23, 5:12; Ephesians 2:1-3, 12)

SECTION E - Salvation

We believe that salvation is the gift of God, brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (Ephesians 1:7, 2:8-10; John 1:12; 1 Peter 1:18-19)

SECTION F - Marriage

We believe that marriage is only between one man and one woman and is a union ordained by God. (Genesis 2:24; Mark 10:6-9; Ephesians 5:31; Leviticus 18:22)

ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order* shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the organization.

ARTICLE XI

DISSOLUTION

A unanimous vote of the Primary Committee can dissolve this organization. The membership must be made aware of the possibility of dissolution at least one month prior to any Primary Committee vote to dissolve. Once dissolution is approved, all outstanding bills will be paid and any remaining money will be given to a charity of the Primary Committee's choice.

ARTICLE XII

AMENDMENT OF BYLAWS

These bylaws can be amended only by a unanimous vote of the Primary Committee. Membership must be given a two-week notice of any proposed changes to the bylaws and then the Primary Committee may vote on the proposed changes.