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Article 1 - Purpose

Homeschool First, Inc. is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code. The mission of Homeschool First, Inc. is to facilitate educational and social opportunities for homeschool families in our local community. Homeschool First, Inc. will provide volunteer organizational structure to allow for homeschool classes, field trips, social events, support meetings for homeschool parents, and educational city-wide events.

Article 2 - Members

Section 1. Membership Eligibility.

The membership of this organization shall be limited to current homeschool families and teachers. Members shall complete an application. An adult member listed on the members profile shall sign the Code of Conduct. Membership shall be limited to those listed on the member's profile. Members. Are expected to fulfill volunteer requirements

Section 2. Dues.

Annual dues shall be due from members and teachers by May 10th. Members unpaid by May 10th will be parked until dues are paid. Members whose dues are not paid by August 1st shall be removed from membership. A teacher's classes shall not be posted until the teacher's dues are paid. Dues shall be set by a vote of the Board. The dues amount will be based upon actual and projected expenses.

Section 3. Voting.

Members of the organization shall have one vote per family. Teachers that are not part of a member family shall have one vote. Members in arrears shall not be granted voting rights.

Article 3 - Officers

Section 1. Officers.

The Officers of the organization shall be: President, Vice-president, Secretary, Treasurer, Webmaster, and Standing Committee Chairs (including: Classes, Facility, Field Trip, and

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Events). These Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

Section 2. Elections.

The Officers shall be elected by anonymous ballot and their term of office begins at the start of the fiscal year that follows the election at which they are elected.

2.1 Nominating Procedure.

A search committee shall be selected by the board to receive all nominations. Nominations of members in good standing may be submitted by members in good standing no more than 6 weeks and no less than 2 weeks before the election. The search committee shall present all candidates that have accepted the nomination.

2.2 Time of Elections.

The Election of Officers shall be held at the Annual Member meeting. No less than 6 weeks notice shall be given for the date of the annual election of Officers. In the case of an officer stepping down or being removed by the Board a special election shall be held with at least three weeks notice.

2.3 Term of Office.

Officers shall serve two year terms.

Section 3. Removal from Office.

In the case of an officer resigning, or being removed from their position, the board will appoint an interim board member to fill the position until a special election can be held. Officers may be removed from office by the Board as provided in the parliamentary authority.

Section 4. Office-Holding Limitations.

No member shall hold more than one office at a time. Members shall be eligible to run for no more than 2 consecutive terms in the same office for positions elected by the general membership.

Section 5 - Duties.

President

The president shall be responsible for overseeing the day-to-day operations of the organization. The President shall convene regularly scheduled Board of Directors meetings and shall preside or arrange for another Officer to preside at each meeting. The President shall be an official signer on the bank account. The President is responsible for creating the agendas for each Board of Directors meeting. The president shall be elected on even years by the general membership. The president shall be the registered agent of the corporation.

Vice President

The Vice President shall be responsible for overseeing the day-to-day operations of the organization. The Vice President shall make reports as necessary at each Board of Directors meeting. The Vice President shall be an official signer on the bank account. The Vice President shall be elected on odd years by the general membership.

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Secretary

The Secretary shall be responsible for keeping records of Board of Directors actions, overseeing the taking of minutes at all Board of Directors meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and ensuring that corporate records are maintained. The Secretary shall report on the previous meeting's minutes. The Secretary shall be elected on even years by the general membership.

Treasurer

The Treasurer shall be responsible for presenting a yearly budget proposal to the Board of Directors, helping develop fundraising plans, and making financial information available to the membership, Board of Directors, and the public. The Treasurer shall not be responsible for approving expenditures. The Treasurer shall be elected on odd years by the general membership.

Treasury Team

There will be a Treasury Team that will include the Treasurer, the Vice President and the President. The treasurer is not a signer on the accounts. The treasurer will be responsible for management and reconciliation of financial records.

Webmaster

The Webmaster shall be responsible for maintaining the website, to include all calendar postings, coordinating communication between Officers and the organization via the website, assisting the committees as needed with their duties relating to the website. The Webmaster is appointed by the board.

Section 6. Standing Committee Chairperson, Selection, Resignation, Removal, Term limitations.

The chairperson shall be selected by their committee to serve for 1 year terms or until their successor is selected, and their term of office shall begin at the close of the meeting at which they are selected. Chairpersons may serve 3 consecutive terms. Chairpersons may be removed from office at the discretion of the committee or the Board of Directors as provided by the parliamentary authority. The committees shall select a chairperson within 4 weeks of the general membership election.

Article 4 - Membership Meetings

Section 1. Annual Membership Meeting.

The date, time, and place of the annual membership meeting shall be determined by the Board of Directors. The annual meeting shall be for the purpose of electing Officers, presenting the yearly budget, and any other business that shall arise.

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Section 2. Special Membership Meetings.

Special membership meetings may be called at the discretion of the Board of Directors. Special membership meetings shall also be called upon written request of ten members of the organization.

Section 3. Notice, Agenda.

Notice of all membership meetings shall be provided by the Secretary to each member by email and other media at least seven days prior to the meeting. Notice of member meetings shall include an agenda and relevant information for the meeting. Any member may request that items be placed on the agenda by contacting a Board member at least ten days prior to the meeting for which they wish the item scheduled. Items will be added to the agenda at the discretion of the Board.

Section 4. Quorum.

The quorum of membership meetings shall be ½ of voting members.

Article 5 - Board of Directors

Section 1. Board Composition.

The Officers of the organization as defined in Article 3, Section 1 shall constitute the Board of Directors.

Section 2. Duties and Powers.

The Board shall have general supervision of the affairs of the organization, assign the date, time, and place of membership and Board meetings, make recommendations to the organization, and perform such other duties as are specified in these bylaws.

Section 3. Board Meetings.

Unless otherwise ordered by the Board, regular meetings of the Board shall be held at least 4 times per year at an agreed upon date, time, and location. Board members shall not miss more than 2 meetings per year.

Section 4. Quorum.

Two-thirds of the Board of Directors is required before business can be transacted or motions made or passed.

Article 6 - Committees

Section 1. Committee Creation, Membership, Resignation.

The Board of Directors may create committees as needed. Additionally, members may suggest the creation of additional committees and they will be created at the discretion of the Board. All members shall be made aware of new standing committees within 1 week of their creation. Members may voluntarily join committees. Members may resign from committees. Committee membership shall be documented by the committee's chair and reported to the Board.

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Section 2. Standing Committees, Relationship to Board.

The standing committees are Classes, Facilities, Events, and Field-trips. In addition, there will be a Website committee comprised of the Webmaster and at least one representative from each of the other standing committees.

Section 3. Standing Committee Meetings, Notice.

Notice of all meetings shall be provided to each committee member by email or other media with at least seven days notice and shall include an agenda and relevant information. Committees are responsible for taking minutes of all meetings and providing them to the Board. Committees may meet electronically unless directed otherwise by the Board or general membership.

Section 4. Quorum.

Standing committee meetings do not require a quorum as long as notice procedures have been followed.

Section 5. Classes Committee.

The classes committee is responsible for coordinating teachers, classrooms, schedules, and teaching volunteers.

Section 6. Facilities Committee.

The facilities committee is responsible for interfacing with the facilities' representatives and organizing volunteers to set up, maintain, and supervise the facility and members while in use by the organization. They are also responsible for maintaining a list of incidents that occur on the facility.

Section 7. Events Committee.

The events committee is responsible for coordinating city-wide events, and all social events for the whole membership.

Section 8. Website Committee.

The website committee is responsible for the organization's web presence.

Section 9 - Field-Trips Committee.

The field-trips committee is responsible for coordinating field-trips.

Section 10 - Spending of Money.

Only members of the board may request reimbursement on behalf of their team for purchases made on behalf of Homeschool First. Reimbursement may be paid to the original purchaser up to the remaining amount in the teams discretionary budget.

Team Leads are authorized to use their discretion for their line items. A reimbursement form and receipts must be submitted to the Treasurer within 30 days of purchase to receive a reimbursement. Reimbursement will only be provided up to the remaining amount in the team's line item.

Transactions that do not have a receipt will be the responsibility of the purchaser, including transactions paid with a check or debit card.

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Money that is not budgeted for will need to be requested to be spent via a requisition form. Requisition forms should be submitted via email to the Treasury Team first. They will discuss any possible changes that can be made to allow the reimbursement or not, and will submit this to the rest of the Board members via email. The Board will discuss and vote on the expenditure and necessary budget changes. Responses via email are fine unless a Board meeting is imminent. Purchasers should ask BEFORE spending if possible, otherwise, they spend the money at their own risk.

Preferred method of spending money is to go through the President or Vice President who have the HSF debit card.

Any amount of money over \$150 will need to have two Board signatures verifying the purchases; preferably the Team Leader should be one of these signatures if applicable. For debit card purchases, two Board members who did not make the purchases must verify the receipt. This will be done electronically. If payment is in the form of a check, a second Board member will initial the Memo line of the check. This cannot be the member being reimbursed.

Article 7 - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Board or membership may adopt.

Article 8 - Amendment of Bylaws

These Bylaws may be amended at any Board meeting, by a two-thirds vote of the Board, provided that the amendment has been submitted in writing at the previous Board meeting.

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