

Wolf River Home Schoolers, LLC

By-Laws

Name

The name of this organization shall be the Wolf River Home Schoolers, LLC; also referred to as WRHS.

Statement of Purpose

The purpose of this organization is to maintain a network of Christian, home-educating families who desire to give and receive support, encouragement, information, and mentorship one to another; to promote home schooling as a positive, viable educational alternative; and to offer parents the tools and resources they need to be successful. Parents meet regularly to discuss home schooling concerns and issues; to plan events and activities that will enhance their children's education; and offer opportunities to nurture friendships.

Statement of Faith

We believe the Bible to be the inspired, infallible word of God; and that there is one GOD, authority for all faith and life, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the virgin birth, sinless life, death and bodily resurrection of Jesus Christ.

We believe that mankind is lost without hope and doomed to eternal destruction without salvation, and that salvation is obtained only by grace through faith in the shedding of Jesus Christ's blood for the atonement and forgiveness of our sins.

Membership

A WRHS membership runs from August 1st until July 31st.

Requirements

Members must register, sign liability and enrollment forms and pay dues before participating in any WRHS activities. The board will determine the amount of dues and late fees. New members shall be required to pay the full year's dues. Dues are not to be pro-rated. Previous members joining after August 1st will be required to pay a late fee.

By joining, members acknowledge that they understand that the WRHS Statement of Faith constitutes the governing principles of this organization and that they agree to respect and abide by the Christian principles of the group, the Statement of Faith, Policies, and the By-Laws.

Responsibilities

Members must hold information included in the Membership Directory in confidence. No part of the directory may be distributed to any non-member or non-member organizations.

WRHS activities require shared responsibility among the members. WRHS shall be self-supporting, utilizing a “pay-as-you-go” system, paying for the activities in which members choose to participate. Membership is required in order to participate in WRHS sponsored activities unless prior approval is obtained from the Board.

In order to maintain the quality of our volunteer-run organization, all members are expected to contribute in some capacity (i.e., field trip sponsor, serve on a committee, or serve on the board). Opportunities to serve will be presented at registration. Additional opportunities may be presented throughout the year. If you do not fulfill your commitment by July 31st, your fee will be \$50.

Members are expected to refrain from immoral practices as defined in, but not limited to, the following scriptures:

- a. 1 Corinthians 6:9-11
- b. Galatians 5:19-21
- c. Ephesians 5:5

Conflict resolution shall be based on the following scriptures:

- a. Matthew 5: 7
- b. Matthew 7:1-5
- c. Matthew 18:15-17
- d. 1 Thessalonians 5:14

All parents, chaperones, and students are expected to represent WRHS with the highest standards of integrity and Christian character. Therefore, at all WRHS-related functions, the following standards are to be observed:

- a. No profanity
- b. No smoking
- c. No illegal drugs or alcohol
- d. No fighting/bullying
- e. No slander
- f. No display of weapons (concealed carry allowed with license)
- g. No physical or verbal insults
- h. Modest and appropriate dress (refer to policy)

Revocation of Membership

The board has the right to revoke the membership of any member if the member has violated the terms of these by-laws or policies. In the event of a member's resignation or revocation of membership, said member shall not have any claim for refund of any monies paid.

For revocation, a specific closed session board meeting is required with the member invited to attend. A majority of the board is required to revoke a membership.

Legal Notices and Liability

As a condition of membership in WRHS, all member families must sign a Waiver of Liability.

Each member shall hold harmless all parties connected with the operation of the Wolf River Home Schoolers, LLC from any claim of or for injury or loss which might result from participation, by any or all of the members and in any of the meetings, activities, or events. "All parties" includes all those serving in group leadership, those leading field trips or other activities, as well as the facilities used for meetings or activities.

WRHS shall not, as a group, lend its name to endorse or finance any outside operations (e.g. political groups, candidates, businesses, etc.)

WRHS does not serve the purpose of counselor, lawyer, or social worker. The name Wolf River Home Schoolers, LLC and WRHS shall only be used with the approval of the board.

Leadership/Board

Board Election Process:

- a. Nominations will be requested in March and April
- b. Voting will take place in May
- c. Members can nominate themselves or another person
- d. Elections are only required for the positions with more than one nominee

All nominees will be reviewed by the board members to verify their qualifications for a board position as follows:

- a. Must be in agreement with the statement of faith and willing to be held to a higher degree of accountability
- b. Must be able to perform the duties of the office for which they are being nominated as defined
- c. Must have homeschooled for at least two years and have been a member of WRHS for at least two years
- d. Shall be living a lifestyle in accordance with biblical standards. Failure to conform to biblical principles will occur, but board members shall not demonstrate a willful disregard of these principles
- e. Shall not serve together with spouse on the board

The length of service for a board member is two years, with the President and Secretary being elected in odd numbered years and the Membership Coordinator and Treasurer elected in even numbered years. The Communications Director will be elected annually.

The length of service will run from June 1st through May 31st. Members may serve consecutive terms if they choose.

In the event a board member is unable to fulfill their duties or resignation, the board may decide to hold a special election to fill the vacancy or to appoint a member in good standing to serve the remainder of said board member's term.

Revocation of Board Member

Two methods may be used to remove a board member from office:

1. A board member may be removed from office, if, in the unanimous opinion of the remainder of the board, that person fails to carry out his/her required duties and/or his/her attitude or conduct damages the reputation and testimony of WRHS and/or said board member displays a gross violation of biblical principles.
2. A petition signed by 25 percent of the WRHS membership may initiate a recall election. A simple majority of votes cast determines revocation.

General Board Duties

- a. All board members must be honest and trustworthy members in good standing
- b. The board is responsible for ensuring that all parts of WRHS are functioning as stated in the WRHS By-Laws
- c. Board members must commit to attending the board meetings
- d. The board will appoint an Event Coordinator, Musical Director, Sports Coordinator, or any other necessary position as needed annually
- e. Special board meetings may be called by any one of the board members with at least 4/5 of the board members being present. A simple majority is required for passage of motions regarding general business.
- f. The board will conduct an annual audit of the books at the end of each school year.

Board Positions & Duties

President:

- a. Schedule and run board meetings
- b. Will be the second signer on the bank account
- c. Forward new ideas or suggestions for the group to the appropriate coordinator
- d. Emcee for events or designate another emcee
- e. Check near end of the year to see if there is interest in a graduation ceremony or sports recognition night

Membership Coordinator:

- a. Help the President carry out responsibilities
- b. Receive Commitment Form, Registration/Liability Waiver and Registration Dues from members
- c. Deposit or forward monies to the Treasurer
- d. Monitor membership commitments
- e. Maintain Membership Directory

Secretary:

- a. Take notes and attendance at board meetings
- b. If Secretary is unable to attend a meeting, the President will assign someone to take the minutes and attendance

Treasurer:

- a. Main signer on the bank account
- b. Write checks for activity fees that need to be paid in advance. However, it is the responsibility of the person organizing an event to communicate with the Treasurer when prior payment for an activity is needed as well as return any collected fees back to the Treasurer. The Treasurer shall act as a reminder to ensure this is done in a timely manner.
- c. A brief financial report including receipts, deposits slips and bank statement for the month is to be available at each board meeting. At the end of July, a one page financial report including all transactions and balances for that year is to be included in the permanent file.

Communications Director:

- a. Utilize currently board agreed-upon technology to pass on information to group members
- b. Maintain calendar on website
- c. Oversee organization of website

Assigned Position Duties

Event Coordinator:

- a. Coordinate all activities for the purpose of calendar planning
- b. Coordinate with Treasurer for any pre-payment needed for an activity
- c. Forward any member payments for an activity to the Treasurer

Sports Coordinator:

- a. Oversee all duties pertaining to scheduling practices, games and obtaining coaches
- b. Coordinate with Treasurer for any pre-payment needed for an activity
- c. Forward any member payments for an activity to the Treasurer

Musical Director:

- a. Choose the musical for the school year and obtain necessary rights for production
- b. Take responsibility for all duties pertaining to scheduling practices, directing, and any other decisions in connection with the production
- c. Assign personnel to help with the production as needed

Home Educator Meetings (HEM)

Meetings will be held as determined by the board. Meetings are to encourage other home schoolers, exchange and provide information to help improve the quality of our home schools, and share experiences and concerns among other home school families. HEM is open to members and prospective members unless the board decides otherwise, in which case, the board must notify members. We encourage all Home Educators to attend the meetings.

Amending Policy

Any WRHS member (including board members) can propose policy changes in writing to the board. The board shall review the proposed change and either:

- a. Implement or reject the change with a minimum 4/5 vote of the board
- OR
- b. Submit the proposed change to the general membership to be discussed and voted upon at the next HEM with a total membership notification at least one month before the meeting. A vote of 2/3 majority of members present will pass the policy change.

Amending the By-Laws

1. Recommendations for changes in the by-laws can be made by one of two processes:

- a. Any WRHS member (including board members) can propose by-law changes in writing to the board. The board shall review the proposed changes and either submit the proposed changes for voting to the general membership or reject the proposed changes.
- OR
- b. Proposed changes can also be submitted in writing to the board by a contingency consisting of 25 percent of the WRHS membership. The board shall automatically submit the proposed changes for voting to the general membership

2. Voting Process

Notification of the specific proposed changes shall be made in two consecutive months, followed by a meeting to discuss the changes prior to voting by the membership. One vote per family will be allowed using the board selected method of voting. The Communications Director will tally the votes. The by-laws shall be amended by a 2/3 majority vote of total members. All votes must be received by the voting deadline. All ballots must be saved for a period of not less than three months and made available for any member upon written request. Amended by-laws will be implemented immediately upon approval.