



## *Home Oriented Parent Educators of Central Florida By-Laws*

### **Article 1 - Name, Purpose, Location**

Section 1 – The name of this organization shall be Home Oriented Parent Educators of Central Florida, Inc. (Hereafter referred to as HOPE.)

Section 2 – HOPE is a non-denominational community of Christian families who come together for encouragement on the homeschooling journey.

Section 3 – The principle office location of HOPE shall be located in Polk County in the State of Florida.

### **Article 2 - Membership**

Section 1 – The qualifications for membership in this organization are: payment of annual dues, agreement to the HOPE statement of faith, Social Media Policy and Waiver.

Section 2 - Membership to the organization is fee-based, requiring dues.

Section 3 - There shall only be one membership for each family unit.

Section 4 - Members of the organization shall have the right to one vote regarding the annual election of officers, who have been nominated by the current Board.

Section 5 - Notwithstanding anything herein to the contrary, membership is subject to the approval of the Board of Directors and may be granted, withheld, terminated, or otherwise applied or not applied, at any time, at the sole discretion of the Board of Directors. Nothing expressed herein should be interpreted in any way to limit the Board of Directors in their authority over membership in the organization.

### **Article 3 – Meetings**

Section 1 – The date of the regular annual meeting shall be determined by the Board of Directors who will also set the time and place.

Section 2 – Regular meetings of the Board may be held at such place and time as shall be designated by the standing resolution of the Board.



Section 3 – Special meetings may be called by any Board member.

Section 4 – Notice of all meetings shall be provided to each voting member, by email or phone call, at least 2 hours prior to the meeting.

Section 5 – Members of the Board may participate in a meeting through use of conference call or similar communications equipment, so long as members participating can hear one another. Members of the Board may vote by email, text or other electronic means.

#### **Article 4 – Board of Directors**

Section 1 – The business of the organization shall be managed by a Board of Directors comprised of at least three Board members. The Board is responsible for maintaining the overall policy and direction of the organization. The Board shall delegate responsibility of day-to-day operations to the Executive Director and appropriate committees. Board members shall receive no compensation (other than reasonable expenses) for their service on the Board.

Section 2 – The Board shall meet at least three times per year at an agreed upon time and location. Board members shall not miss more than one meeting per year.

Section 3 – All Board members shall serve for a two year term and can be eligible for re-election indefinitely.

Section 4 – Any Director that fails to meet the qualifications of or comply with the statements in the Board Agreement Form may be removed from office by a two-thirds or sixty-five percent majority vote of the Board at any meeting of the Board.

Section 5 – Any Director may resign at any time by giving notice to the organization.

Section 6 – In the event of a vacancy on the Board (including situations where the number of Board members has been deemed necessary to increase), the directors shall fill the vacancy.

Section 7 – A quorum must be attended by at least sixty-five percent of the Board members before business can be transacted or motions made or passed.

#### **Article 5 – Officers**

Section 1 – The officers of the organization shall be President, Vice President, Treasurer, Secretary, Advisor, Secondary Coordinator and Field Trip Liaison. The Board of Directors shall nominate each of these officers. The Board may also nominate other officers it deems necessary.

Section 2 – The Board of Directors shall nominate officers for a term established by the Board.



Section 3 – Any Director that fails to meet the qualifications of or comply with the statements in the Board Agreement Form may be removed from office by a two-thirds or sixty-five percent majority vote of the Board at any meeting of the Board.

Section 4 – Officers of the Board will not be compensated via salary for their service as an officer of the Board.

#### Section 5 – President

The responsibilities and duties of the President are as follows:

- a. Seek God's direction in prayer for HOPE and its families
- b. Plan and lead monthly Mom's meetings
- c. Communicate with host church staff before each new year, schedule orientation meetings and mom's meetings, filling out any paperwork, negotiating any set up specifics, and payment/rent
- d. Be familiar with Florida homeschool law and be prepared to interpret it for those desiring help. Also be ready to give names, addresses and phone numbers for county personnel handling homeschool records. Have a list of contact numbers for other support groups in the area, as well as FPEA contact information
- e. Set date/location and oversee Board summer retreat and fall and spring Board meetings
- f. Be prepared to prayerfully confront problems that arise within the group in a Biblical way, using help as needed from the Board
- g. Ultimately, be responsible for the decisions that the Board makes as a group
- h. Emcee official HOPE events or appoint an emcee
- i. Oversee HOPE's compliance to the host church's insurance requirements – see that waivers are signed and submitted to the host church staff
- j. Upload meeting notes and PowerPoints
- k. Add/delete files or folders on HOPE website
- l. Communicate the proper and improper uses of forum and address abuses

#### Section 6 – Vice President

The responsibilities and duties of the Vice President are as follows:

- a. Seek God's direction for HOPE and its families
- b. Buy door prize and determine how it is to be awarded
- c. Assist the director in the leadership of the group and act as a member of the Board of Directors of HOPE
- d. Lead the meetings when the Director is unable to perform the duty
- e. Be familiar with homeschool law and be prepared to interpret it for those desiring help
- f. Be available to assist the Director with various tasks when needed
- g. Help the director oversee the programs and policies of the group
- h. Oversee the integration of new homeschooling families to HOPE
- i. Place pertinent information on the website



## Section 7 – Treasurer

The responsibilities and duties of the Treasurer are as follows:

- a. Receive and record membership dues
- b. Deposit collected monies into the HOPE bank account
- c. Distribute checks for approved expenses
- d. Balance HOPE accounts monthly
- e. Park all non-renewed members from the website each new year
- f. Provide income and expense reports to the Board three times per year
- g. With the assistance of the members of the Board, establish a budget for each year. This budget will represent how the money taken in through dues will be dispersed to meet the needs of HOPE during a given school year.
- h. Help resolve any problems members may have using the website
- i. File any necessary annual tax forms
- j. Renew annual incorporation status and pay any pertinent fees
- k. Place pertinent information on the website

## Section 8 – Secretary

- a. The responsibilities and duties of the Secretary are as follows:
- b. Keep and maintain minutes of all Board meetings and Moms' Meetings
- c. Keep copies of meeting agendas, notes from the Director to the Board members, and any other pertinent information that might be helpful in the future
- d. Provide name tags at each Moms' Meeting and greet incoming members and guests
- e. Assemble and distribute new member packets
- f. Place pertinent information on the website

## Section 9 – Advisor

The responsibilities and duties of the Advisor are as follows:

- a. Fields calls from prospective homeschoolers and those seeking a support group. Be sure to keep on hand copies of pertinent information to email or mail out as requested.
- b. Advise all members of the Board on an as-needed basis.
- c. Place pertinent information on the website.

## Section 10 – Secondary Coordinator

The responsibilities and duties of the Secondary Coordinator are as follows:

- a. Pray for families with secondary students; help families build confidence in their abilities to teach secondary students; and help families with younger students realize it is possible to educate older students at home
- b. Respond to inquiries via phone or email regarding meetings, high school, college, or general counsel
- c. Follow up with first-time visitors attending Future HOPE
- d. Plan dates of meetings and secure locations for Annual Seminar
- e. Place pertinent information on the website
- f. Plan annual Future HOPE Seminar and any informal Q&A meetings



- g. Encourage interested parents of secondary students to plan field trips for older students
- h. Assist Future HOPE Sponsors, if necessary

#### Section 11 – Field Trip Liaison

The responsibilities and duties of the Field Trip Liaison are as follows:

- a. Oversee the schedule, flow, and variety of field trips making sure that one or more field trips are planned each month. The Liaison will not be expected to plan the trips herself, but to encourage the members to schedule field trips. All field trips should be cleared through the Liaison, however, to ensure that there is no unnecessary overlap, etc.
- b. Place pertinent information on the website including all field trip information
- c. Organize a few field trips at the very beginning of the school year
- d. Make field trip folders
- e. Respond to all emails and calls regarding trips
- f. Have field trip folders, pens, and envelopes available at Moms' Meetings
- g. Make announcements about field trips at the Moms' Meetings, when necessary

#### Article 6 – Committees

Section 1 – The Board may create committees as needed, such as fundraising, public relations, and program committees. The President shall appoint all committee chairs.

Section 2 – NO committee shall have any power to: fill vacancies on the Board, adopt, amend or repeal the by-laws, amend or repeal any resolution of the Board, or act on matters committed by the by-laws or resolution of the Board to another committee of the Board.

#### Article 7 – Dues

Section 1 - The dues of this organization shall be determined annually by the Board of Directors.

Section 2 - The dues of this organization shall be payable upon completion of membership application.

Section 3 - The Board of Directors in their sole discretion may waive part, or all of any dues required of any member.

#### Article 8 - Indemnification

Section 1 - Upon the dissolution of HOPE, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.



Section 2 - HOPE is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(C)(3) of the Internal Revenue Code. No part of the net earnings of HOPE net earnings shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 3 - No substantial part of the activities of HOPE shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 4 - Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **Article 8 – Amendments**

Section 1 – These By-laws may be amended when deemed necessary by a two thirds majority vote of the Board of Directors. Proposed amendments must be submitted to the President and sent along with regular board meeting notices.