

## Mid-Missouri CO-OP of Home Educators By-Laws

### Preamble

Mid-Missouri Co-op of Home Educators (Mid-MO CHE) is a Christian homeschool co-op welcoming families of all beliefs and education styles. Many events begin in prayer and are held at churches. Members are required to volunteer and to comply with a minimum code of conduct reflecting Christian values. As a co-op all events are planned, prepared, staffed, and cleaned by members volunteering.

### Article I Name

The name of the organization shall be Mid-Missouri Co-op of Home Educators (Mid-MO CHE).

### Article 1

The Purpose of MMCHE shall be:

1. To provide support to parents who are or will be teaching their children at home.
2. To provide information of our present legal rights and any new relevant legislation.
3. To provide opportunities for our children to interact with other children who are also being taught at home.

**IT IS NOT WITHIN THE STATED PURPOSE OF MID-MO CHE TO MONITOR, TEACH, LEGALLY DEFEND, OR ASSUME RESPONSIBILITY FOR THE ACTIONS OF ITS MEMBERS.**

### Article III Membership

1. Membership is open to homeschooling families living within the State of Missouri. Membership runs each year from July 1 to June 30.
2. General membership in Mid-MO CHE may be maintained by:
  - 2.a. Application: Submitting an Application of Membership to the Membership Chair of the organization along with annual dues.
  - 2.b. Renewal: Submitting an Application for Renewal to the Membership Chair of the organization along with annual dues; and
  - 2.c. Dues: Annual dues are set each year by the Mid-MO CHE Board and are not prorated.
3. Membership in this organization will be forfeited if members do not renew their membership by submitting an Application for Renewal to the Membership Chair along with annual dues by August 31st. Renewals after August 31st of the current membership year may be subject to additional membership dues.
4. Privileges of membership will include:
  - 4.a. Participating in Mid-MO CHE activities.
  - 4.b. Access to Mid-MO CHE Online Community describing Mid-MO CHE events.
  - 4.c. A membership directory and teacher ID card.
  - 4.d. Voting rights in the business of this organization, which may be brought to the general membership from time to time.
5. Responsibilities of membership will include:
  - 5.a. Active participation in & planning of support group activities.
  - 5.b. Supporting the stated purpose of Mid-MO CHE.
  - 5.c. Sharing ideas & concerns with members of the Mid-MO CHE Board.
  - 5.d. Abide by all bylaws and notices of confidentiality.
  - 5.e. Failure to comply with responsibilities of membership may result in denial or termination of membership at the discretion of the Board.
6. Alumni Membership – Active Member:
  - 6.a. Any family that has completed 3 or more years of regular Mid-MO CHE membership and is in good standing is permitted to maintain an Active Alumni Membership for two consecutive years following graduation of the family's youngest child. The Active Alumni Member shall pay dues and bear responsibilities as further stated in Article III, Section 5. Exceptions may be approved by the Mid-Mo CHE Board on a case by case basis.
  - 6.b. Nothing stated herein shall preclude the organization of a separate Alumni Membership Organization for those students who have exceeded the requirements of Active Member Status. Such members of an Alumni Membership Organization may participate in Mid-MO CHE events upon prior approval of Mid-MO CHE Board.

#### **Article IV Governing Policies**

1. Decisions affecting the general membership of Mid-MO CHE will be made at Board meetings, which will be held at least once per quarter.
2. Mid-MO CHE shall be governed by a Board consisting of a chairman, membership chairman, secretary, treasurer, and other members. The Board shall be made up of representatives of at least six (6) different families who are members of Mid-MO CHE.
3. Current Board members will help recruit volunteers for vacant Board positions. The Mid-MO CHE Board will nominate candidates to fill vacant positions and notify membership at least two weeks before the Spring Picnic. New Board members will be approved by the majority of members present at the Spring picnic or by a two-thirds (2/3) majority vote of the Board in cases of unexpected vacancies at any time during the year.
4. New Board members shall be nominated by the current Board at its Spring Board meeting and shall be elected to a three year term at the general membership meeting in May with a simple majority vote. The Board members shall be on a rotation basis so that at least two (2) Board members will be reconsidered for re-election each year.
5. The term of office shall begin June 1 following the date of election and shall expire on the last day of May. In the case of an unexpected vacancy the newly elected member will complete the term vacated starting upon election by the Board.
6. Although there are many reasons that families choose to teach their children at home, the majority who belong to Mid-MO CHE are motivated by Christian principles. Therefore, the members of the Board must ascribe to these principles and agree to guide and direct Mid-MO CHE accordingly.
7. Any Board member who fails to serve in the capacity to which he has been elected or who cannot complete the term of service may be replaced at the discretion of the Board at a quarterly meeting.

#### **Article V Officers and Their Responsibilities**

##### **1. Chairperson**

- a. Schedule and chair Mid-MO CHE Board meetings.
- b. Foster an atmosphere wherein all members can work together.
- c. Provide encouragement & support to all Board members.
- d. Maintain an up-to-date organizational chart.
- e. Refer all inquiries and suggestions to the proper Board member(s).
- f. Oversee the Board members and officers.
- g. Serve as moderator on on-line community groups facilitated by Mid-MO CHE.

##### **2. Membership Chairman:**

- a. Attend Mid-MO CHE Board meetings.
- b. Be responsible for collecting applications and fees from members and publishing the new directory.
- c. Submit all membership dues received to the treasurer on a regular basis.
- d. Serve as moderator on on-line community groups facilitated by Mid-MO CHE.

##### **3. Secretary:**

- a. Attend Mid-MO CHE Board meetings.
- b. Be responsible for general communication of the organization, both with its members and with other organizations.
- c. Record all business conducted at general membership and Board meetings and maintain such records in an orderly manner. Post approved minutes for members.
- d. Read the previous Board meeting's minutes at each Board meeting and submit them for approval.
- e. Serve as moderator on on-line community groups facilitated by Mid-MO CHE.

##### **4. Treasurer:**

- h. Attend Mid-MO CHE Board meetings.
- i. Be responsible for maintaining financial accounts and records of the organization, make timely deposits of receipts and disbursement of funds to satisfy the debts of the association in accordance with the adopted budget.
- j. Obtain approval from chairman before reimbursing any receipts over \$100.
- k. Give a financial report at each Mid-MO CHE Board meeting.
- l. Submit a written financial report to the general membership at the annual May meeting.
- m. Propose initial budget to board by September 10th of each year.
- n. Notify committee chairs of budget allowances at beginning of year.

#### **5. Committee & Team Chairman:**

- a. Attend Mid-MO CHE Board meetings.
- b. Be the main contact person for all Mid-MO CHE Committees & Teams Chairs & Members.
- c. Maintain a current list of all Committee & Team; who the Chairs are and members on each committee.
- d. Keep the Board updated on any openings for current Committee & Teams.
- e. Take the lead in recruiting for any openings with the assistance of the full Board.

#### **6. Tech Team**

- a. Attend Mid-MO CHE Board meetings.
- b. Responsible for the following:
  - administer Mid-MO CHE website, keeping all information current as provided.
  - administer Mid MO CHE on-line community groups facilitated by Mid-MO CHE.
  - produce and maintain on-line content to assist Mid- MO CHE members in overcoming challenges in using Mid-MO CHE-selected technologies.
  - report to the rest of the board any notable occurrences or issues arising in relation to any of the above responsibilities.

#### **Article VI Fiscal Activities**

1. The activities of Mid-MO CHE shall be funded in whole by annual membership dues, and by private donations and contributions from its member and private parties who are supportive of the cause of private home education.
2. No officer of Mid-MO CHE Board, or member of its committees, shall receive neither any salary nor any other form of compensation for service to the association, except the legitimate expenses incurred by such individuals in providing such services which shall be reimbursed by Mid-MO CHE.
1. The Mid-MO CHE Board shall receive a proposed budget by September 10th of each year and adopt a budget by September 15th of each year for the association which shall reflect the plan for disbursement of funds for the next fiscal year.
2. The treasurer shall have authority to disburse Mid-MO CHE funds throughout the fiscal year in accordance with the adopted budget and shall report a summary of financial transactions on a quarterly basis to the members of the Mid-MO CHE Board.
3. The Mid-MO CHE Board shall review the financial transactions of the organization to ensure compliance with the adopted budget and to determine need for amendments.
4. The treasurer shall maintain accurate records of all financial transactions, make timely deposits of receipts and disbursement of funds to satisfy the debts of the association in accordance with the adopted budget.
5. ANY FINANCIAL OBLIGATION ASSUMED BY INDIVIDUALS OR GROUPS OF INDIVIDUALS, REGARDLESS OF MEMBERSHIP OR OFFICIAL CAPACITY WITH MID-MO CHE, IS THE SOLE RESPONSIBILITY OF SUCH INDIVIDUALS.

#### **Article VII Committees**

Committees shall be appointed to oversee certain areas of the business of the organization and in accordance with the following provisions:

1. The chairman of each committee shall be selected from willing volunteers by the Mid-MO CHE Board or an appointed representative of the board.
  - a. Committee chairs secure locations, honor deadlines for applications as applicable, collect registrations and fees when applicable, and delegate to committee participants tasks such as advertising event, setting up the site, cleaning up afterwards, preparing and serving refreshments, sharing photos with yearbook staff, etc.
2. The committee chair will be accountable to the Board member who is responsible for that particular committee.
3. Any committee chairman who consistently fails to carry out the responsibilities of their position may be replaced at the discretion of the Board at a quarterly meeting.

### **Article VIII Board Meetings**

1. Board meetings will be scheduled and chaired by the Mid-MO CHE Chairman.
2. Board meetings cannot convene without representation from at least a simple majority of the families serving on the Board.
3. General membership may be invited to attend at the discretion of the chairman.
4. Additional meetings may be called as deemed necessary.
5. All Board members will have one vote, except the chairman who will vote only to break a tie.

### **Article IX Amendments**

These Bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting of the Mid-MO CHE Board, provided that notice of the proposed amendment is submitted in writing to the Board members for consideration at least two (2) weeks prior to the meeting.

### **Bylaws Revised on Feb 6, 2022 by 2021-2022 Board**

#### **Mid-Missouri CHE Minimum Standards of Conduct**

1. As a co-op, all Mid-MO CHE events are chaperoned by parents. Students are expected to respect and comply with the parent leaders.
2. Members who actively exhibit contagious illness refrain from attending an event.
3. No alcohol, smoking, vaping, or illegal/illicit substances at any event.
4. Respectful and positive speech at all times.
5. Respect the property where the event is taking place and clean up after yourself.
6. Dress appropriately for the event.
7. Please RSVP promptly if the event coordinator requests one. Do not show up unannounced. Please notify event coordinator of cancellations ASAP for events requiring RSVP.
8. Attendance at an event signifies a teen's agreement to abide by these rules.

**Neither Mid-MO CHE, its leaders, its board members, nor its members are responsible for any accident(s), or injury(ies) during events.**