

By-Laws: Home Educators of Yuma(H.E.Y.)

Purpose

1. To provide an opportunity for fellowship and support of home schooled families in a wholesome Christian environment.
2. To represent the homeschool community in a manner that honors Jesus Christ.
3. To provide educational events, group activities and family socials for our children.
4. To provide an atmosphere for exchange of teaching techniques and curriculum information.
5. To keep the group informed of any pertinent homeschool current events such as seminars, conferences and legal issues.
6. To promote public awareness of home education.

Statement of Faith

1. I believe the Bible to be the infallible word of God, the supreme and final authority for all faith and life. (II Tim. 3:16, Is. 40:8, Mt. 5:18, Rev. 22:18-19)
2. I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (I Jn. 5:7-8, Mt. 28:19, Mt. 3:16-17, II Cor. 13:14)
3. I believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory. (Jn. 1:14 & 10:30, Mt. 1:18, Lk. 1:34-35, Heb. 4:15, I Pet. 2:21-22, II Cor. 5:21, I Pet. 1:18-19, Is. 53:5, Ro. 3:24-25, Jn. 11:25, Ro. 8:11&34, I Cor. 15:3-8, Acts 1:9-12, Mk. 16:19, Jn. 14:2-3, I Thes. 4:16-17)
4. I believe man was created in the image of God but fell into sin and therefore is lost, and only those who put their faith in Jesus Christ alone can be saved. (Gen. 1:27, Gen. 3, Ro.3:23-26, Acts 4:12, Ro. 10:9)
5. I believe that salvation is a gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin. (Jn. 3:16, Eph. 2:8-9, Titus 3:5-7)
6. I believe Christ has already done everything necessary by His death and resurrection to remove our sins and make us holy from God's point of view. (I Pet. 5:10, Ps. 103:12, Heb.10:16-17)
7. I believe that the ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower the believer for godly living and service. (Jn. 14:26, Acts 1:18, Ro. 15:13)
8. I believe marriage is a divinely ordained institution between one man and one woman. (Gen 2:22-24; Matt 19:4-6; Eph 5:22-23)
9. I believe gender identity is determined by God at conception in a child's DNA. (Jer 1:5; Psa 139:13-16; Isa 44:24)
10. I believe sexual relations are to be expressed only inside a committed marriage. (1 Cor 7:1-5; Hebrews 13:4-7)
11. This Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. We do believe, however, the foregoing Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members. 1

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Membership Agreement/Code of Conduct and Waiver of Liability

1. I wish to become a member of Home Educators of Yuma and to be eligible for participation in its programs and activities. I hereby do agree to abide by the By-laws and Guidelines, Policies, and Procedures as set forth by the Board of Directors at all times while participating in events that H.E.Y is associated with.
2. I understand that I am fully responsible for my family. I understand that accidents may happen and release Home Educators of Yuma and all parents that are members of Home Educators of Yuma support group from any liability. I understand that I am responsible for the health/medical care of my children in the event of an injury or accident during any Home Educators of Yuma sponsored activity.
3. I understand that I must be present and responsible for supervising my children at all Home Educators of Yuma recreational and educational activities that my children participate in unless I have authorized in writing an alternative adult to act on my behalf and to be responsible for supervising my children. Home Educators of Yuma is not responsible to supervise my children.
4. I understand that the use of illegal drugs, alcohol and tobacco products, bullying, profanity, obscenity, sexual immorality, conduct or conversation contrary to one's biological sex, dishonor to the Word of God, disrespect to the leadership of the group are forbidden at any Home Educator of Yuma events, activities or field trips. I agree to support Home Educators of Yuma in its discipline procedures.
5. Home Educators of Yuma Membership and Physical Activity Class fees are non- refundable.
6. H.E.Y.'s liability insurance does not cover my participation in non-H.E.Y. activities and events-even if the event appears on our group calendar. This primarily refers to, but is not limited to the family-sponsored Small Interest Group activities.
7. Children are expected to uphold the same standards of the group as their parents as they are under the authority of their parents.
8. Personal displays of affection among the students are prohibited.
9. Home Educators of Yuma is not liable for communicable diseases.
10. Consequences for refusing to follow the aforementioned rules will result in discipline ranging from simple removal from an activity for a brief amount of time to a suspension from the group for a semester or more. Any parent/guardian that doesn't wish to abide by the rules of H.E.Y. will be asked to leave H.E.Y. and they will forfeit their membership dues. If, at a later date, they wish to return, they must pay the appropriate dues.
11. I understand this is not a comprehensive list of infractions, and the Board of Directors reserves the right to set consequences for any offense on an individual basis.

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I. Membership Requirements

- A. Members must currently be homeschooling where the legal guardian or parents (a husband and a wife according to one's biological sex as exemplified in a traditional Christian marriage and ordained by God at creation: one man with one woman – Gen. 1-3) are primarily responsible for their children's education; be a Mentor Member who has graduated their last, homeschooled child; or be an Alumni Member who has graduated from homeschool.
- B. Parents are expected to maintain control of their children at all times. Politeness, respect and attentiveness are expected. Bullying will not be tolerated. Multiple violations of these requirements may result in members being asked to abstain from attending functions.
- C. H.E.Y. photographs events and H.E.Y. Days for the purpose of public advertisement and community involvement. In respect of privacy, H.E.Y. will not publicly share personal identification and information. Members are free to take pictures at H.E.Y. activities for their own family memories but are asked to respect our previously mentioned privacy guidelines.
- D. Members must sign and submit a Liability Waiver each year of membership to release H.E.Y. from any medical or personal liability.
- E. H.E.Y. reserves the right to deny membership to any family.
- F. By submitting a membership form to H.E.Y., members agree to abide by all Bylaws, Guidelines, Policies, and Procedures. Failure may result in loss of membership.
- G. H.E.Y operates entirely on the volunteer and participation efforts of our members. Active involvement and volunteering is strongly encouraged. Members are encouraged to help in activities/events that apply to their families interests.

II. Board of Directors: Board of Directors consists of President, Vice-President, Secretary, Treasurer, and Advisor. The Board of Directors must consist of a minimum of three individuals.

A. Requirements

1. Has homeschooled in a parental/guardian role as defined by Arizona Revised Statutes 15-802(G) (2) "a nonpublic school conducted primarily by the parent, guardian, or other person who has custody of the child, or nonpublic instruction provided in the child's home" and who has assumed sole responsibility for their child's standard of education, educational choices, and record keeping, all from a home base, for at least one year.
2. Has been an active member of H.E.Y. at least one year immediately preceding becoming a Board member.
3. Has signed the statement of faith and is a follower of Jesus Christ.
4. Must strive to maintain quality of leadership, the vision of the group, and harmony among the leaders and members.
5. Must be elected to office by the majority of voting membership.
6. Each position can be held by a married couple, who will carry one vote.
7. Dates for Board of Directors are July 1 – June 30.

B. Duties

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C. Oversee the carrying out of the purpose statement.

1. Oversee functioning of group.
2. Must meet at least two times per calendar year to set up annual calendar and to review policies and procedures as well as the two annual meetings with the Leadership Team.
3. All decisions must be made by consensus of the Board of Directors or membership election as mandated by H.E.Y. voting procedures.
4. Each Board member has specific service responsibilities that may vary each year.
5. Administer annual elections by voting membership for open Board of Directors and Leadership Team positions.
6. Must commit to position for two years.
7. Yearly attendance at AFHE Leadership conference is highly encouraged.

D. Removal

1. May step down after fulfilling two year commitment.
2. May step down before fulfilling two year commitment if experiencing serious illness, death in your immediate family, or relocation.
3. May step down before fulfilling two year commitment before the birth or adoption of a new child.
4. May be asked to step down before fulfilling two year commitment if failing to meet requirements or duties.
5. Must step down if out-voted in membership elections after the completion of your two year commitment.

III. Leadership Team: The Leadership Team consists of Membership Relations Director, Resource Librarian, Ministry Coordinator, Teen Coordinator, and Event Coordinator. These positions will remain active on a membership volunteer basis.

A. Requirements

1. Is an active member of H.E.Y.
2. Has signed the statement of faith and is a follower of Jesus Christ.
3. Must strive to maintain quality of leadership, the vision of the group, and harmony among the leaders and members.
4. Must be elected to office by the majority of voting membership.
5. Each position can be held by a team of two.

B. Duties

1. Must attend a planning meeting and review meeting with the Board of Directors annually.
2. Each Leadership Team member has specific service responsibilities that may vary each year.
3. Must commit to position for one full year.
4. Yearly attendance at AFHE Leadership Conference is highly encouraged.

C. Removal

1. May step down after fulfilling one year commitment.
2. May step down before fulfilling one year commitment if experiencing serious illness, death in your immediate family, or relocation.
3. May step down before fulfilling one year commitment before the birth or adoption of

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a new child.

4. May be asked to step down before fulfilling one year commitment if failing to meet requirements or duties.
5. Must step down if out-voted in membership elections after the completion of your one year commitment.

IV. How the Group Functions

A. Finances

1. HEY has an annual membership fee to cover cost of facility rentals or donations, equipment purchases, website maintenance, insurance, as well as, Arizona Corporation Commission (ACC) and misc. administrative costs.
2. Any additional costs accrued by any specific event will be passed on to participants in the event.

B. Benefits

1. Benefits are available to member families who have registered and paid.
2. Benefits give member families (only) access to regular email updates; invitation to private Facebook group; membership directory list; HSLDA group membership discount (as long as H.E.Y. qualifies), and participation in H.E.Y. events, activities, and programs for one full year (August 1st to July 31st).

C. Member Service Opportunities

1. Ideas, suggestions, and concerns for the betterment of the group are always welcomed to be shared with the Board of Directors for consideration. Members are encouraged to use their skills and talents to aid, encourage and inspire others.
2. Members may plan field trips and activities.
3. Members may volunteer to assist the Board of Directors as needed.
4. Members may organize and hold small groups.
5. Members may volunteer on fund raisers, event and other planning committees as needed.
6. Members may share curriculum and teaching ideas.
7. Members may volunteer to fill an open position with the Board of Directors or Leadership Team upon meeting the required qualifications.
8. Members may participate by voting in Board of Directors and Leadership Team position elections.

D. Meetings/Activities

1. H.E.Y. Days are twice a month, generally the second and fourth Fridays of each month.
2. Physical Activity Classes during each H.E.Y. Day. This is an additional, cost per family per H.E.Y. school year (fee is subject to change at the discretion of the Board of Directors). Physical Activity Coaches are paid by H.E.Y. and this additional fee pays the Coach's hourly wages. Only children of members that have paid this additional fee may participate in Physical Activity Classes. However, members are welcome to one free trial class.
3. H.E.Y. encourages members to join committees and organize field trips and extracurricular activities such as art classes, tennis lessons, dance classes, soccer programs, karate classes, skating or swimming days, and share them with the group.

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4. At the beginning of each H.E.Y. school year, there will be a Kick Off meeting where information on policy changes and the up-coming calendar will be shared, and other organizational opportunities and information will be provided.
5. Special Events will occur annually with members' adequate volunteer help and/or attendance.

E. Field Trips, Events, and Fund Raisers

1. Field Trips and Events are initiated and planned by members.
2. H.E.Y. Events are for H.E.Y. members only.
3. Details should be provided to the Membership Relations Director, at heymembershiprelationsdirector@gmail.com as soon as possible, in order to get the information out to all members.
4. H.E.Y Field Trip Guidelines: It is extremely important that we maintain a positive image with the community. Remember that first impressions are the longest lasting impressions. For some tours we will represent the public's first exposure to homeschooling. Let us make it a good one and always uphold the Christian standard of H.E.Y. in all our activities.
 - a) Only sign up for a field trip if you are committed to going. Field trips are often arranged according to numbers and it is a poor testimony if everything is set up for thirty people but only eight shows up. If an emergency does arise, please notify the coordinator of the field trip as soon as possible.
 - b) Occasionally, field trips will have special dress requirements, such as closed toe shoes or dressy attire. If a specific dress requirement is given, please adhere to it.
 - c) Please be at the designated meeting place early. Also, please wait until the entire group has arrived before going into the place of business.
 - d) As a parent, you must always know where your children are and what they are doing. Your children need to be with either you or the person you have designated, in writing, throughout the field trip. The kids and parents should be respectful, kind, and courteous to the tour guides and each other.
 - e) Pick up after yourself and place everything back where you found it. Make sure you leave nothing behind and place all trash in a trash receptacle.
 - f) Be sure to thank the host or guide at the end of the field trip.
5. Field trip/activity coordinators reserve the right to refuse anyone the privilege of attending a field trip or activity if they have not followed the policies listed above, are disruptive to the group or venue, or if they place the group in jeopardy of attending the field trip/activity again in the future.
6. H.E.Y. Fund Raiser Guidelines – It is important to keep our fund raising events family oriented and beyond reproach as a Christian organization. For this reason, H.E.Y. chooses to refrain from including alcoholic beverages, gambling, and monetary raffles. Including Fund Raisers during already scheduled H.E.Y. events when families are likely to be together is highly encouraged.

F. Email Updates

1. Membership Relations Director will have the email for entire H.E.Y. membership. All general emails for entire group are to be submitted to Membership Relations Director, at heymembershiprelationsdirector@gmail.com, for broadcast.

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2. To respond to the information given in an email, do not simply hit “reply” as this will send the email back to the Membership Relations Director and not to the person providing the information. Appropriate contact information will be provided in each email.

G. Legal Information: Efforts will be made to have information available to members regarding legal aspects of homeschooling (i.e. AFHE, HSLDA, etc.).

H. Mentor Members

1. Veteran homeschool parents who have graduated the last of their homeschool students are encouraged to stay connected to our homeschool community by sharing of their gained knowledge and experience with current homeschooling families. This is a volunteer position with all membership fees waived.
2. Mentor members have full member privileges and may hold Board and Leadership Team positions as elected.
3. A Mentor member’s primary purpose is to encourage and assist the next generation of homeschoolers as possible.

I. Alumni Members

1. Homeschool graduates who were previous members of HEY are encouraged to stay connected to their HEY homeschool friends and community through this small group with no membership cost until they have children old enough to register as active homeschool students.
2. Alumni members should strive to stay connected and are encouraged to be involved with HEY events and activities by electing an Alumni committee (minimum of 3 persons) consisting of president, vice-president, secretary, and treasurer positions to focus on social interaction via media and at least one organized event per year. Committee members commit to serving for one year and are up for reelection each Alumni Reunion.
3. Only Alumni Committee members are required to sign the statement of faith.
4. Voting Criteria
 - A. Alumni members have the right to vote within the Alumni group, but not within the active H.E.Y. homeschooling group at large until they also become active HEY homeschooling parents.
 - B. All Alumni Committee members must be voted into positions by majority vote of participating Alumni membership.
 - C. When voting as Alumni membership – one vote per person. When voting as a committee – one vote per position.
5. Alumni members can hold (or assist) a Leadership Team Position, organize small groups, field trips, and events for other HEY members
6. Alumni will be funded by organizing fundraisers or annual membership or event fees as needed, and all funds will be managed by the HEY Treasurer.

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V. Prerequisites and Responsibilities of Officers

A. President

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for two years. Reelection, after initial 2 years, by membership vote is permissible with a 1-2 year terms.
3. Call and facilitate Board meetings with the approval of the Board of Directors. Agendas should be sent out before meetings.
4. Represent H.E.Y. as liaison to other organizations as needed.
5. Respond to public interest and requested information.
6. Responsible to maintain (or delegate someone to maintain) H.E.Y.'s website and social network accounts.
7. Facilitate H.E.Y. Day meetings.

B. Vice President

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for two years. Reelection, after initial 2 years, by membership vote is permissible with a 1-2 year terms.
3. Fulfill the responsibilities of the President in his stead if the President is unable to fulfill such responsibilities, including facilitating H.E.Y. Day meetings as necessary.

C. Secretary

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for two years. Reelection, after initial 2 years, by membership vote is permissible with a 1-2 year terms.
3. Respond to all inquiries about membership with appropriate membership information.
4. Receive and maintain files of all membership information.
5. Record the minutes of all meetings, both for the Board of Directors and at H.E.Y. Day.
 - a) Prepare email from H.E.Y. Day meetings to be sent out promptly through the Membership Relations Director.
 - b) Present minutes of previous Board of Directors meetings at each new meeting.

D. Treasurer

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for two years. Reelection, after initial 2 years, by membership vote is permissible with a 1-2 year terms.
3. Maintain all financial accounting records for organization distributing funds as necessary and approved by Board of Directors.
4. Collect membership Physical Activity Class fees in conjunction with the Secretary.
5. Give financial reports at Board meetings and as needed in general.
6. Reserve and pay for all facilities or Ramada's as needed for Park Days.
7. Organize and oversee the Fund Raiser Committee.

E. Advisor

1. Must be elected by the majority vote of participating membership.

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2. Commit to serve in this capacity for two years. Reelection, after initial 2 years, by membership vote is permissible with a 1-2 year terms.
3. Give additional input and perspective as needed for the decision making of the Board of Directors.
4. To cast tie breaking vote within the Board of Directors when needed.

F. Membership Relations Director

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for one year. Reelection by membership vote is permissible with a 1 year term.
3. Maintain H.E.Y. general email updates and send emails as appropriate.
4. Initiate public service announcements, news releases and contact of newspaper editors and radio station regarding special events and information at the discretion of the Board of Directors.

G. Resource Librarian

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for one year. Reelection by membership vote is permissible with a 1 year term.
3. Provide H.E.Y. resources to members at H.E.Y. Days and Curriculum Fair.
4. Responsible for keeping track of who checks out what, keeping books in good order, calling to remind members to return books when due, and storage of all materials.
5. Order new materials with approval of Board of Directors.
6. Share a quick review with members on a resource material or two at H.E.Y. Days when requested.
7. Provide an updated list of the resource library's inventory to the Membership Relations Director to be sent out to all members.
8. Maintain list of Library resources on our website.

H. Ministry Coordinator

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for one year. Reelection by membership vote is permissible with a 1 year term.
3. Must be a follower of Jesus Christ and feel a burden for this area of ministry.
4. Organize a ministry committee and volunteer prayer partners.
5. Receive all requests for prayer and ministry.
6. Send out all prayer requests to prayer partners. Follow up with praise reports as received as well.
7. Plan and coordinate with ministry committee In-Service Servants and Meal Ministry opportunities as possible.

I. Teen Coordinator

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for one year. Reelection by membership vote is permissible with a 1 year term.
3. Plan and supervise activities/events for 13-18 year olds on at least a quarterly basis, being sure to uphold a high Christian standard in all activities.
4. Maintain reasonable control and order (with parental involvement as needed)

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during functions.

J. Event Coordinator

1. Must be elected by the majority vote of participating membership.
2. Commit to serve in this capacity for one year. Reelection by membership vote is permissible with a 1 year term.
3. Organize a committee to assist with these responsibilities.
4. Facilitate the planning and organization of annual H.E.Y. events working hand-in-hand with the Treasurer and/or Fund Raising Committee.
5. Call volunteers to confirm upcoming calendar events.
6. Send Thank You cards as appropriate.
7. Maintain party supplies.

K. Physical Activity Coach

1. Must be a Christian with upstanding character, have a heart for children, and meet the approval of the Board of Directors for hire.
2. Wage and means of payment will be set by the Board of Directors and presented to you at the time of hire for your consent.
3. Organize and oversee team sports and group activities for your designated age group at each Park Day. Should you be unable to attend for any reason, H.E.Y. encourages you to contact them as soon as possible.
4. Maintain reasonable control and order (with parental involvement as needed) during functions.
5. Assist in an annual spring Field & Fun Day.

VI. Voting Criteria

A. Required Elections

1. All Board of Directors and Leadership Team members must be voted into positions by majority vote of participating membership.
2. All changes to the bylaws require a two-thirds vote by the participating membership.

B. Process and Procedures

1. Voting is open to all H.E.Y. member families. (One vote per position, per family/~~couple or single Alumni Member~~)
2. Elections are to be held in the month of May for the upcoming year. It is the responsibility of the H.E.Y. Board of Directors to announce these elections (via H.E.Y. Day meetings, Facebook group, and email notices) a minimum of two times prior to Election Day and not closer than a week apart.
3. The board is responsible to keep record of all members nominated for a position and seek agreement from the nominated member (if not self) prior to the elections.
4. Participating members must sign up prior to beginning the election process.
5. Selection must be made from nominees. (No write-ins)
6. All votes must be cast by secret ballots.
7. In the event of a tie, the Board of Directors shall cast the deciding vote.