

**BYLAWS OF**  
**West Florida Home Education Support League, Inc.**  
As amended April, 2018

**I. NAME AND LOCATION.**

The name of the corporation is West Florida Home Education Support League, Inc., hereinafter referred to as the corporation. The principal office of the corporation shall be located initially at 1640 Texar Drive, Pensacola, Escambia County, Florida 32503. Meetings of members and the Board of Directors may be held at such places within Northwest Florida, as may be designated by the Board of Directors. In future times, the principal office of the corporation, shall be at such places as may be designated by the board.

**II. MEMBERSHIP.**

Membership shall be enjoyed by all persons who support the purposes of the corporation, who have paid dues, as determined by the Board of Directors, and who comply with applicable state homeschool law.

**III. STATEMENT OF FAITH FOR MEMBERS IN LEADERSHIP POSITIONS.**

The purpose of the following Statement of Faith is not to impose a regulated religion on the membership of West Florida Home Education Support League, or its leadership. Its sole purpose is to insure that current and future leadership base decisions and actions, that represent WFHESL, on biblical principles that honor Jesus Christ. Members in a leadership position within WFHESL will be required to sign the following Statement of Faith. Leadership positions include, but are not limited to: elected and appointed board positions, cell / group leaders, leaders of regularly scheduled WFHESL events such as Science days, and WFHESL hosted events such as kindergarten and high school graduation ceremonies. Any additional positions will be at the discretion of the current elected board of directors.

These principles are not meant to expressly include or exclude any specific Christian denominations. They are broad enough to include all Christian faiths that have a foundation on Jesus Christ as the one and only Son of God, and narrow enough to exclude many of the sects and cults that do not recognize Him as such.

It is not mandatory that general members of WFHESL sign the following, but they are welcome and encouraged to do so if they wish. While WFHESL does not intend to include religious services in its regularly stated meetings, we do reserve the right to open with prayer, and make reference to the Christian faith freely and openly.

Members outside the Christian faith are welcome at any WFHESL function. However, agendas will not be altered or the discussion of any Christian faith related topics will not be infringed upon by members of any other faith present.

## Statement of Faith of West Florida Home Education Support League:

1. I believe the Bible to be the infallible word of God, the supreme and final authority for all faith and life.
2. I believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
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.
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.
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.
6. I believe Christ has already done everything necessary by his death to remove our sins and make us holy from God's point of view.
7. I believe that the ministry of the Holy Spirit is to convince man, indwell, guide, instruct, and empower the believer for godly living and service.
8. I hold as belief and conviction that children are given by God as a stewardship to the parents and not the state. I believe that parents are ultimately responsible for their children's education, and that parents have the ability and authority to teach and educate their own children.

## IV. MEETINGS OF MEMBERS.

An annual meeting of the corporation shall be held at a place and time as determined by the Board of Directors.

- A. Special meetings may be called at any time by the president or by a majority of the Board of Directors. All members must be notified at least 48 hours prior to the meeting of any meeting of the corporation in order for formal business to be conducted at said meeting.
- B. West Florida Home Education Support League does not discriminate on the basis of race, ethnicity or gender. While religion is not a basis of admittance to League membership, West Florida Home Education Support League adheres to basic Biblical principles\* in its operation. (\*The Bible teaches that parents are responsible for their children's spiritual instruction as well as their academic education; therefore, the league bases policy decisions on principles, which support, rather than hinder, parents in fulfilling this biblical injunction.)

## V. OFFICERS.

The affairs of the corporation shall be managed by the Board of Directors, consisting of four persons. The number shall be set by the membership or by the Board of Directors. The following officers shall be elected: president, vice president, treasurer, and secretary.

Method of Selection and Terms.

A. Nominations for open positions will be received anytime up to and including the February board meeting before elections.

Nomination Guidelines:

1. The nominee shall have been an active member of the league for at least one year.
2. The nominee shall be proficient in the tasks and skills necessary for the respective position.
3. The nominee shall be able to meet all Duties of Officers set out in Bylaw VII or Advisory Board Member set out in Bylaw VI.

Interview Process

- A. After nominations are received, before and up to the February board meeting, the board shall meet with potential nominees for a briefing process during the next board meeting. At this meeting the board will provide a job description and will inform the nominee of the traits required to serve. The nominee shall have the opportunity to question the board and determine if he/she would like to serve. If service on the board is determined to be mutually beneficial, the league membership will be notified after the March board meeting. The board will provide a profile of qualified nominees to the league members prior to voting at the April League Meeting.
- B. Officers shall be chosen by election of the membership present at the annual meeting in April.
- C. The term of office shall be two years (president and secretary elected in odd years and vice president and treasurer elected in even years). In the event of an officers' resignation, the Board shall fill the vacant position, for the remainder of the term, by appointment.
- D. The Board-elect (newly elected officers) will attend May through July's Board meetings for input and discussion, but only governing board votes. May begins the transition period which will end at the August 1<sup>st</sup> or the first Board meeting in August, whichever is later. At this time, the new Board members will assume full responsibilities.
- E. Any qualified member of the corporation shall be eligible for any office of the corporation.

## VI. BOARD OF DIRECTORS.

### Section 1. Composition.

The Board of Directors shall consist of officers of the league described above, the three (3) Advisory Board Members described below, and a maximum of five (5) Emeritus Advisory Board Members.

- A. A Cell Leader Liaison shall be an advisory board member and shall be appointed by the Board of Directors from among current or past cell group leaders to serve for a term of one (1) year, said term expiring upon the installation of new league officers.

The goal of the cell leader liaison is to assist cell leaders in the smooth operation of the individual cell groups, and to organize communication between cell leaders and board of directors. This is a board-appointed advisory position with full voting rights. Duties include but are not limited to:

1. Attend monthly board meetings.
2. Keep accurate contact information in the newsletter and on the website for individual cell groups.
3. Encourage cell leaders to contribute monthly to the newsletter.
4. Plan and hold meetings with cell leaders to assist and share information.
5. Offer leader training annually for potential and new leaders.
6. Help to funnel new league members to appropriate cell groups, based on location or special interests.
7. Contact cell leaders monthly, if needed, to offer assistance and answer any questions that might arise.
8. Offer suggestions to the board on assisting the cell leaders and groups and policies pertaining to each.
9. Contribute monthly to the newsletter and website as needed.

B. The goal of the WFHESL activities coordinator is to plan and present league activities that meet the needs of homeschoolers in our community. The activities coordinator will work closely with the board of directors throughout the year in the performance of his/her duties. This is a board-appointed advisory position with no voting rights, unless called upon, by the Board, to fill an absent or vacant voting position. Duties include, but are not limited to:

1. Attend monthly board meetings.
2. Under the direction of the board of directors, plan league activities per league policies.
3. At the August board meeting, present an outline of the coming year, including suggested speakers, workshops, field trips, group outings, etc.
4. Submit information for the newsletter and website as needed on upcoming activities.
5. Make necessary arrangements with meeting facility or vendors for individual needs such as sound, extra chairs, room set-up, food, etc.
6. Contact potential speakers for topic information, fees, etc. and make a presentation to board for approval.
7. Follow up with speakers with a "Thank You" note in a timely manner.
8. Investigate suggestions from members for topic ideas, speakers, etc.

C. A newsletter editor shall be an advisory board member and shall be appointed by the Board of Directors from among current members of the corporation, to serve for a term of one (1) year, said term expiring upon the installation of new league officers.

The goal of the WFHESL newsletter editor is to coordinate and compile current news and related WFHESL information and distribute the information to the membership in newsletter format. This is a board-appointed advisory position with no voting rights, unless called upon, by the Board, to fill an absent or vacant voting position. Duties include, but are not limited to:

1. Attend all board meetings.
2. Be responsible to obtain from the board, final decisions on the contents of the newsletter and to consult with the board regarding any article or advertisements that could be controversial.

3. Shall be responsible for publicity of general membership meetings and special events in newspapers, on radio, etc.
4. Shall initiate contact with the chairperson of annual events and maintain contact in order to make a monthly report at board meetings. Annual events include, but are not limited to: used book sale, testing, contests, other standing committees.

D. Any member of a past board is highly encouraged to sit as an Emeritus Advisory Board Member with no voting rights, unless called upon, by the Board, to fill an absent or vacant voting position. Duties include, but are not limited to

1. Board meeting attendance, though not mandatory.
2. Availability for counsel.
3. Assistance in any other way possible.

E. Appointments of cell leader liaison, activities coordinator, and newsletter editor shall be made by the incoming Board of Directors at the regularly scheduled June board meeting of the league. Such appointments shall require a two-thirds vote of the current board members present.

F. No more than one person from the same family will be allowed to hold a voting position on the board. (Family members may co-op a position, but only be allowed a single vote.)

#### Section 2. Removal.

A Director (*Board Member*) may be removed from office for cause by the vote of a majority of members present at a called business meeting. A vacancy in office may be filled temporarily by Board appointment.

#### Section 3. Meetings.

The Board of Directors shall meet at times and places determined the Board; the President may call Board meetings also.

#### Section 4. Quorum.

A majority of the current filled positions of the Board of Directors shall constitute a quorum. A vote must be passed by a majority of the Board of Directors.

#### Section 5. Board Action Without Meeting.

The Board of Directors may act on any proposal by email or conference telephone conversation, with the consent of a majority-plus-one of the Directors. Any Board member may postpone the vote until the next board meeting.

#### Section 6. Powers.

The Board of Directors shall exercise all powers, duties, and authority vested in this corporation by the laws of the state of Florida and not reserved hereby to the general membership.

## Section 7. Duties.

- A. It shall be the duty of the Board of Directors to do the following:
- B. Keep a complete record of all its acts and corporate affairs and make a complete report to the membership upon request by any five or more members.
- C. Supervise all officers and other agents of this corporation and see to it that their duties are performed properly.
- D. Organize an annual meeting, including an annual election of officers.
- E. Promote membership in the corporation, collect dues, and maintain records of membership. Keep all monies of the corporation in a proper account and present a correct and complete financial report at each annual meeting and at any other time upon request.

## VII. DUTIES OF OFFICERS.

### Section 1. President.

The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall represent the corporation and/or Board, as instructed by the Board; shall perform all responsibilities assigned to him or her by the Board or the membership. Duties shall include, but are not limited to:

- 1. Shall attend and preside over general membership meetings, board meetings, and seminars.
- 2. Shall contact newsletter editor as needed.

### Section 2. Vice President.

The vice president shall act in the place of the President in the event of the President's absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board or the membership. Duties shall include, but are not limited to:

- 1. Shall attend all general membership and board meetings.
- 2. Shall preside over the general membership and board meetings in the absence of the president.

### Section 3. Treasurer.

The treasurer shall receive all monies of the corporation, shall maintain said monies in a proper manner, as directed by the Board or the membership, and shall disburse said monies as required by the proper activities of the corporation. Because the corporation cannot function without a treasurer, the board of directors may, at its discretion, recommend to the league to offer compensation to an individual qualified to fulfill the duties described below. This recommendation shall be made by the board depending upon whether a volunteer is available and approved. Compensation for a treasurer shall require a two-thirds vote of the current league members that would cast a vote within 30 days (to include a public board meeting) from the notification to the league via website, newsletter, forums, etc.

Duties shall include, but are not limited to:

1. Shall attend all general membership and board meetings.
2. Shall collect and deposit all monies and maintain all financial records for the league, including categorized income and expenses.
3. Shall file and pay for annual Uniform Business Report with state of Florida prior to May 1 of each year, either online or through the U.S. Mail. Following annual board elections, new officers should be noted on the filing.
4. Shall furnish a treasurer's report at monthly board meetings.
5. Shall make available current treasurer's report at each general membership meeting.
6. Shall be responsible for paying league expenses and dues.
7. Shall make books available for year-end audit.
8. Shall be responsible for filing IRS tax Form 990-N (e-postcard) annually between August 1 and December 31.
9. Shall be responsible for providing Form 1099-MISC prior to January 31 to IRS and any consultants who are paid for their services to the league. This includes Testing Coordinator.
10. Shall maintain official corporate record book.
11. Shall compile and present annual budget to Board of Directors for approval at the beginning of each fiscal year (fiscal year runs August 1 through July 31).
12. Shall assist student SGA treasurer to monitor income and expenses and provide itemized report of SGA's financial activities as needed.
13. Shall make itemized income/expense reports available to groups within the organization as needed (i.e., SGA treasurer, cell group leaders, graduation coordinators, etc.).

#### Section 4. Secretary.

Duties shall include, but are not limited to:

1. Shall attend all general membership and board meetings.
2. Shall take and maintain minutes of all general membership and board meetings. Shall promptly furnish board meeting minutes to board members.
3. Shall make available upon request minutes, important information, forms, etc.
4. Shall be responsible for league correspondence pertaining to general membership.
5. Shall be responsible for working with the web site administrator to maintain the membership master roster on the league web site.
6. Shall be responsible for working with the web site administrator to maintain and upload current WFHESL policies and forms.
7. Shall check mail regularly or delegate duty to board approved person, and distribute information within the week that needs immediate response.

#### VIII. AMENDMENT.

These by-laws may be amended by a two-thirds vote of members present at a properly called meeting of the corporation.