

BYLAWS

of

JUBILEE Christian Homeschool Families

Article I — Name and Address

Section I — The name of the organization is JUBILEE Christian Homeschool Families.
Hereinafter referred to as JUBILEE.

Section II — JUBILEE meets in the Forest Lake, Minnesota area. The physical address of the organization will be the address of one of the coordinating team members, and will be updated with the election of new coordinating team members.

Article II — Purpose

Section I — JUBILEE Christian Homeschool Families is an incorporated nonprofit organization developed exclusively for educational and religious purposes under section 501(c)(3) of the Internal Revenue Code.

Section II — JUBILEE strives to provide encouragement, Christian support and prayer for families who home educate; and to provide opportunities for our children to interact with and build relationships with other children of all ages who are being home educated under Christian guidelines in accordance with Deuteronomy 6:7-8 and Proverbs 22:6.

Section III — The acronym “JUBILEE” stands for “Joyfully United Believers In Loving Educational Excellence” reminding us of our unified purpose in Christ for educating our children.

Article III — Belief Statements

Section I — Statement of Faith

Our statement of faith reflects the heart behind JUBILEE. We believe...

1. The Bible alone (sola scriptura) is the infallible Word of God, the supreme and final authority for all faith and life.
2. There is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. 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 is true.

4. Man was created in the image of God but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone can be saved (Romans 3:23, Isaiah 53:5-6, Romans 10:9-10, Acts 16:29-31).
5. Salvation is the 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. The ministry of the Holy Spirit is to convict man, indwell, guide, instruct and empower the believer of Godly living and service.
7. Doctrinal differences should not hinder our unity.

Section II — Statement of Life, Marriage, Gender, Sexuality

Life begins in a mother's womb at conception (Psalms 139:13-16). God created all mankind in His image, and He created male and female, each with specific biological differences (Genesis 1:26-27, 2:18-25, 3:16). Each man's and woman's sexual identity results from these biological differences and cannot be changed or separated from the sexual person he/she is, according to his/her DNA (created sexual parts). Therefore, a man cannot sexually identify as a woman or vice versa. Rejection of one's gender is a form of rejection of God as one's Creator.

We also believe that the definition of marriage is solely between one man and one woman (Genesis 2:18-24, Ephesians 5:21-33) and that sexual intimacy is to be only between a man and a woman that are married to each other (I Corinthians 7:1-5). Therefore, all sexual immorality (i.e. child molestation, incest, adultery, fornication, bestiality, homosexuality, bisexuality, transgender, use of pornography, etc.) is sin and is unacceptable (Romans 1:24-28, I Corinthians 5:1-5, Hebrews 13:4).

In as much as we believe the truth spoken in the scriptures listed above, we also believe scripture teaches that all persons have dignity and worth, and are to be shown compassion, kindness, and respect (Psalms 139, Luke 6:27-31).

Section III — Code of Christian Conduct

In view of the *Statement of Life, Marriage, Gender, Sexuality*, all members, coordinators, volunteers and independent contractors who enter into an agreement with JUBILEE and/or members to lead a class or event, and use facilities rented by the JUBILEE Christian Homeschool Families organization, must dress in conformity with one's biological sex, as well as use restrooms and all changing areas that denote one's biological sex/DNA. In addition, all affectionate sexual behavior outside the marriage of a male and a female is not allowed. (See scriptures noted in the *Statement of Life, Marriage, Gender, Sexuality*.)

Article IV — Membership

Section I — Membership Enrollment and Fees

JUBILEE membership enrollment level and fees will be determined by the facilities the organization will be using, the number of participating students needed to suitably cover rent and activity fees, and the capacity of the coordinating team to serve the families adequately.

Section II — Membership Requirements

1. At least one parent must agree with, adhere to, support, and sign the *Statement of Faith*, the *Statement of Life, Marriage, Gender, Sexuality*, and the *Code of Christian Conduct*.
2. Families will have at least one child that is completely home educated to have membership with JUBILEE.
 - a. Family members are strongly encouraged *not* to participate in a government sponsored virtual or public education program (with the exception of PSEO/college), whereby one no longer qualifies as a home educator for the child/student.
 - b. Any child/student, within a home educating family, who is enrolled in a virtual, public, or charter school may not participate in JUBILEE, with the exception of family nights, field trips, or special events outside of JUBILEE.
3. Membership application and non-refundable dues must be renewed each year.
4. Members will be actively involved in JUBILEE, or consider limiting or suspending membership for a period of time. See Article IV, Sections IV-V.
5. It is understood that the doctrinal differences would exclude all other religions other than the Christian religion (Christian as defined in the Bylaws of Jubilee Christian Homeschool Families).
6. JUBILEE Christian Homeschool Families is an organization devoted exclusively to Christian families, as defined in our Statement of Faith, who home educate, and who desire to support, encourage and fellowship together. Our Belief Statements are an upfront and honest way to let applicants know about the framework of JUBILEE, and our desire to seek to include like-minded individuals into our organization. JUBILEE exists for the benefit of the members, not the community at large. Those who do not agree to our Belief Statements, Bylaws, Policies and Procedures, or know that their personal faith or religion conflicts with any of those stated documents, should exclude themselves from membership. JUBILEE reserves the right to deny or terminate membership at any time if it is determined that a member is not in agreement with, adhering to, or supporting JUBILEE's Belief Statements, Bylaws, Policies and Procedures.

Section III — Membership Application

1. Each year JUBILEE offers an application/registration period during the summer.
2. Families who were members the previous school year will be invited to register first.
3. New families will then be invited to complete an application for membership, based upon the membership guidelines of Article IV, Section II.
4. If the membership roster is filled, but becomes available during the year, membership will be offered to families on the waiting list.

Section IV — Waiting List

1. If JUBILEE membership is filled, families who are interested in membership will be placed on a waiting list. The form will be updated with notes of family contact, and status on the waiting list.
2. When a family membership is available, the coordinators will contact the next family on the waiting list and invite them to complete a membership application, beginning the membership process outlined in Article IV, Sections I-III.

Section V — Request for Limited Membership

1. If a family with an active membership wishes to continue with JUBILEE, but will not be participating in any organized sport or classroom opportunities for a time, the family can pay a nominal fee to cover website access and connection with the other families in JUBILEE.
2. When the family requests to return to full membership and participation in JUBILEE activities, full membership will be reinstated, if there is availability. If there is not availability, the family will be placed on the waiting list as a priority, while continuing with limited membership.
3. The remainder of the annual membership fee for that year will be paid by the family before full reinstatement.
4. During the time of limited membership, voting privileges will be suspended.
5. Limited membership will allow the family to participate in activities planned outside of the JUBILEE weekly sports days. Activities would include support meetings, invitations to field trips, and youth or family gatherings.
6. Annual application process will be required.

Section VI — Request For Suspending A Membership

1. If a family is unable to participate in JUBILEE for the year, the family may request a suspension of their membership and be placed on the waiting list as a priority.
2. The family will contact JUBILEE when they are interested in rejoining. They will be placed on a priority list and contacted when there is availability.
3. A new application is to be completed to reinstate their membership.

Article V — Coordinating Team

Section I — Purpose of Coordinating Team

The coordinating team of JUBILEE will provide a simple organizational structure for the members, while working alongside them in seeing JUBILEE'S purpose accomplished efficiently.

Section II — Elected Coordinator Positions

The elected coordinators and responsibilities, briefly stated, are:

- **Chair** — Coordinates registration; updates membership roster and waiting lists; responds to inquiries for membership; develops/maintains rental agreements; communicates with volunteers and independent contractors; addresses concerns from members; oversees all meetings; assists other coordinators as needed. This is a three-year position.
- **Vice Chair**— Reviews and updates website; approves and posts announcements to website; recruits volunteers and committees, and guides as needed; addresses concerns from members; assists other coordinators as needed; oversees meetings in absence of chair. This is a three-year position.
- **Secretary** — Develops meeting agenda and records minutes; organizes elections; assists with website and communications; annually reviews state/federal laws for incorporated nonprofit status and coordinates with treasurer to file appropriate documents; assists other coordinators as needed. This is a two-year position.
- **Treasurer** — Presents a report of finances at each meeting; keeps detailed records of finances; corresponds with bank and insurance representatives; annually reviews state/federal laws for incorporated nonprofit status and coordinates with secretary to file appropriate documents; assists other coordinators as needed. This is a two-year position.

Section III — Coordinator Qualifications

A JUBILEE coordinator will be one who:

1. Has a desire to serve as a coordinator on a team supporting the JUBILEE families and is committed to help JUBILEE glorify God.
2. Continuously home educated all school aged children for at least three consecutive years.
3. Does not have a child involved in a *publicly-funded* education program, including virtual programs (with the exception of PSEO/college).
4. Has been a member for a minimum of two years and is current with membership dues.
5. Agrees with, adheres to, supports, and signs the *Statement of Faith*, the *Statement of Life, Marriage, Gender, Sexuality*, and the *Code of Christian Conduct*.
6. Is willing to become a member of Minnesota Association of Christian Home Educators (MACHE) and/or Home School Legal Defense Association (HSLDA).
7. Is nominated, or nominates oneself, for one of the four specific positions.

Article VI — Volunteers and Committees

Section I — Members are encouraged to volunteer for positions to help with the organization.

Section II — The coordinating team may temporarily appoint a member or create a committee for such areas as registration, special events, fundraising, etc. The coordinating team shall appoint all committee chairs when needed.

Article VII — Nomination, Election and Service of Coordinators

Section I — Nomination

1. Anyone within the JUBILEE membership may nominate oneself or another member.
2. The nominee's available time and energy and personal season of life should be prayerfully considered by those making nominations.
3. Before stepping into one of the positions, the elected coordinator will be encouraged to share his/her testimony with the current coordinators, either in person or in writing.

Section II — Election

1. To ensure a staggering of newly elected as well as veteran coordinators, an election will be held in April or May each year.
2. Nominations for vacating positions on the coordinating team will occur in March.
3. The initial four coordinating members will be elected simultaneously by the JUBILEE membership at large (this, being the first election for the organization, may occur in the fall rather than the spring).
4. Election of a coordinator requires a 2/3 majority of the voting JUBILEE membership either in attendance at the scheduled voting meeting or has pre-arranged to vote by absentee ballot.
5. The voting process will follow the procedure under Article IX, Section IV, Number 3.

Section III — Service

1. Newly elected coordinator positions will begin their term on July 1.
2. Coordinator service will end on June 30 of term expiration.
3. Each coordinator may be elected to serve a maximum of two consecutive terms.
 - a. The elected consecutive terms can be in the same or another position.
 - b. A coordinator must be re-nominated and re-elected to a position.
 - c. After a time of rest (minimum of two years) a member can be re-elected to serve as a coordinator for another term or consecutive terms.
4. If a coordinating team member is unable serve the full term, he/she may be released and a special election will be held to choose a new member to finish the term.
5. If a coordinator completes home educating his/her children before the coordinator term expires, the coordinator may be invited to continue serving the elected term with a nominal fee of no more than \$10.

Article VIII — Meetings

Section I — Jubilee Member Business Meetings:

Two membership business meetings will be held annually, one in the fall and one in the spring.

1. The coordinating team will schedule and publicize the meetings on the JUBILEE website at the beginning of each school year.
2. An agenda will be sent to the JUBILEE families two weeks prior to the meeting.

3. A minimum of three coordinators will be present at any scheduled meetings, one of the three must be the chair or the vice-chair.
4. Each family will be allowed one vote in any election or decision requiring a vote.
5. Members who wish to add an item of business to the agenda will present a written request to the coordinating team *30 days prior* to the meeting. Requests made with less than thirty days in advance will be prioritized based upon urgency and time available.

Section II — Emergency Meetings

1. Emergency meetings may be called by the chair or vice-chair.
 - a. Notice for such meetings must be communicated to all members 48 hours prior to the meeting.
2. Requests for an emergency meeting by members are to be sent to the coordinating team which will determine if an emergency meeting is needed, or if the item of business can be placed on the agenda for the next scheduled business meeting.
 - a. If a delay in addressing the concern is not acceptable to the member(s), the member(s) can formally petition the coordinating team for an emergency meeting.
 - b. The petition is to be signed by five percent of the membership.

Section III — Procedural Order of Meetings

Robert's Rules of Order will be the procedures used for all meetings.

See: <http://www.robertsrules.com>

Section IV — Coordinator Meetings

1. Will be scheduled quarterly, at a minimum, to plan calendar, finances, contracts, etc.
2. Members can request to meet with the coordinators during the time of the meetings.

Article IX — Amending Bylaws, Policies, Procedures

Section I — Bylaws, policies and procedures are to be reviewed every two years.

Section II — Coordinators proposing an amendment to the bylaws, policies or procedures, will add the proposed amendment to the agenda for the next business meeting.

Section III — Members proposing an amendment to bylaws, policies or procedures, will submit the proposal, in writing, to the coordinating team 30 days prior to the business meeting.

Section IV — Proposing an Amendment

1. An agenda including such proposed changes is to be sent to the JUBILEE families two weeks prior to the scheduled meeting.
2. Changes to bylaws, policies, procedures, contracts, and letters of understanding are to be discussed at a scheduled business meeting.

3. If the discussion leads to the need for a vote, information regarding the topic will be sent to all members along with a scheduled date for a meeting where a final discussion and a vote will take place.
 - a. Notice of special meetings will be sent to all members, by email, no less than 14 days, and no more than 30 days before the meeting. The meeting will be scheduled no less than thirty days from the original meeting. *Note:* it is to be understood that some issues may need to be tabled for further discussion, delaying a final vote.
 - b. Absentee ballots will be available at JUBILEE functions 14 to 30 days prior to the special meeting.
 - i. A sealed ballot box will be available to receive the ballots.
 - ii. A system of accounting for one ballot per family will be in place.
 - c. Absentee ballots will be counted at the special meeting by two coordinators and two members.
 - d. A quorum of a simple majority will need to be in attendance, including absentee ballots, for a vote to pass (half of the total members plus one).
 - e. A 2/3 majority of all members voting is required for changes in bylaws, policies, and procedures.

Section V — Document Changes

1. Minor edits/corrections to documents, membership forms, agreements, contracts, and letters of understanding may be completed by the coordinators.
2. Changes to contracts or documents that would cause policy or procedural changes are to be brought to a business meeting following the process found in Article IX, Sections II - IV before any changes are made.

Article X — Communicating and Resolutions

1. When possible, resolving minor issues between members or others within the organization should follow Matthew 18:15 *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.”*
2. A concern regarding a coordinator, volunteer, independent contractor, or member, when not easily resolved, or is difficult to address, is to be brought to the coordinating team. A plan and a good-faith attempt by the coordinating team is to be engaged, with the goal of resolving the concern.
3. If the issue is not resolved by the coordinators, the concern is to be brought before the members in a scheduled meeting for discussion of options for a resolution, and a possible vote.
4. If this discussion necessitates a vote, a special meeting for a vote will be scheduled following procedure in Article IX, Section IV, Number 3.

Article XI — Personal Liability

No member, officer, or coordinator of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers, or coordinators be subject to the payment of the debts or obligations of this corporation.

Article XII — Fiscal Year and Accounting

Section I — The fiscal year will be from July 1 to June 30.

Section II — The organization shall keep complete books of accounting.

Section III — The organization shall file yearly state and federal documents, as required.

Article XIII — Tax Exemption Provisions

Section I — Compensation

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purpose set forth in the purpose clause hereof.

Section II — Restrictions Regarding Political Activities

No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Section III — Other Activities

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

Article XIV — Duration and Dissolution of the Organization

Section I — The duration of the corporate existence shall be perpetual until dissolution.

Section II — In the event JUBILEE shall be dissolved for any reason, all assets of the organization, if any, shall be sold and any moneys accrued, shall be donated to MACHE or HSLDA, after any indebtedness of the organization is paid.

Section III — In the event MACHE or HSLDA is unable to receive said assets, the JUBILEE coordinators shall choose a homeschool organization aligned with the purpose of JUBILEE to receive said assets within the meaning of 501(c)(3) on the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or state or local government, for public purpose.

Article XV — Adoption of Bylaws

The Bylaws for JUBILEE Christian Homeschool Families were adopted by the incorporators of the organization on August 22, 2017.

Bylaws amended on June 7, 2018:

Article III, Section I, Number 7, restated for clarification.

Article IV, Section II, added Numbers 5 and 6.