

**By Laws for  
Hartsville Home Educators**

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

Section 1 - The name of this organization shall be Hartsville Home Educators, hereinafter referred to as HHE.

Section 2 – HHE is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code. The mission of HHE is to support families who homeschool. HHE is not an accountability group. HHE creates a community whose members offer support, information and encouragement to each other and those interested in homeschooling. HHE provides opportunities for our children through field trips, seasonal activities and cooperative learning resources. As an organized group, HHE has the opportunity to secure programs for our children and is a collective voice on homeschool issues.

Section 3 - The principle office location of HHE shall be located in Darlington County in the State of South Carolina. The organization may have any number of offices at such places as the Board may determine.

**Article 2 -Membership**

Section 1 - HHE is a membership organization whose year runs from July 1 through June 30. Membership is open for all families who are actively homeschooling K3-12<sup>th</sup> grades. Hartsville Home Educators offers support to families who legally homeschool their children under the provisions of SC Code Sections 59-65-40, 59-65-45, and 59-65-47 (Also known as homeschooling option 1, 2, and 3)

Section 2 - A potential member must fill out a membership form. Upon completion, the form should be submitted with dues as determined by the board. Upon receipt of application and dues, the Board will accept or reject the application. Once accepted, the applicant will be added to the membership roster.

Section 3 - HHE members shall acknowledge, by signing the application, that they understand the Statement of Faith constitutes the governing principles of HHE and they agree to abide by same.

Section 4 – Each accepted paid application constitutes one membership for voting purposes.

Section 5 - HHE members shall have the right to one vote on matters submitted to a vote of the membership including election of officers. Voting shall be limited to those who are actively homeschooling children based on the above qualifications in Article 2, Section 1.

Section 6 – In accordance with its Statement of Faith and the authority of Scripture, HHE will decline membership or terminate the membership of persons involved in same-sex marriages, civil unions, or polygamy.

### **Article 3 – Executive Board Meetings**

Section 1 - The date, time and place of HHE’s annual meeting for the membership shall be determined by the Executive Board of Directors. Notice of the annual meeting shall be provided to each voting member, based on the member’s contact preference, at least two weeks prior to the meeting.

Section 2 - Regular meetings of the HHE Executive Board may be held at such place and time as shall be designated by the Board.

Section 3 - Special meetings may be called by the president or a two-thirds majority vote of the Executive Board of Directors.

Section 4 – Notice of all Executive Board meetings shall be provided to each voting member, by listed contact preference at least two weeks prior to the meeting.

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

Section 1 – The business of the organization shall be managed by an Executive Board of Directors comprised of the immediate past president, two members at large voted on by the membership, and all Executive Officers. The Executive Board is responsible for maintaining the overall policy and direction of the organization. The Executive Board shall delegate responsibility of day-to-day operations to the Officers and appropriate committees. Executive Board members shall receive no compensation for their service on the Board.

Section 2 - The Executive Board shall meet at least four times per year with one meeting being the annual meeting of the entire membership at agreed upon times and locations. The Executive Board may meet more often at their discretion.

Section 3 – At-large board members shall serve a one-year term from June 1 to May 31 and are eligible for re-election two consecutive times.

Section 4 – An Executive Board member may be terminated by a two-thirds vote of the members of the Executive Board for violation of the bylaws, for conduct unbecoming a member of the Executive Board, or for other due cause as determined by the Officers.

Section 5 - Any member of the Executive Board may resign at any time by giving notice to the Executive Board of Directors.

Section 6 – In the event of a vacancy on the Executive Board (including situations where the number of Executive Board members has been deemed necessary to increase), the Executive Board members shall fill the vacancy at their discretion for the duration of the term.

Section 7 – A quorum is defined as two-thirds of the Executive Board members. A quorum must be present before business can be transacted.

Section 8 – A motion is passed with a majority vote (50% +1) of the quorum unless otherwise noted in these bylaws. All decisions of the Executive Board are final.

Section 9 – Anyone who has been a member of HHE for at least one year is eligible for election as an at-large Executive Board member.

Section 10 – Any person seeking to become a member of the Executive Board (i.e., executive officers and immediate past president, along with at large members) must sign the HHE Statement of Faith declaring that they believe the statement and will govern based on these principles.

#### **Article 5 – Executive Officers**

Section 1 – The Executive Officers of HHE shall be President, Vice-President, Treasurer, Secretary, and Co-op Director.

Section 2 - All Executive Officers shall serve for one-year terms and are eligible for re-election two consecutive times. The officers shall be elected by the membership.

Section 3 – Each Executive Officer will serve a one-year term, from June 1 to May 31. During the interim time of the February election and June 1, any incoming Officers will serve as the outgoing Executive Officers' protégées. Newly elected members are required to attend Executive Officers' meetings as non-voting members beginning March 1.

Section 4 – The job descriptions of the Executive Officers as defined in Article 5, Section 1 are found in the addendum to these bylaws.

Section 5 – In addition to Executive Board meetings, officers may meet at their discretion.

Section 6 – Anyone who has been a member for at least two years is eligible for election as an Executive Officer.

#### **Article 6-Committees**

Section1–The Executive Board may create general committees as needed. The Board 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; or amend/repeal any resolution of the Board.

### Section 3 – Standing Committees –

#### 3.1 Co-op Standing Committee

- 3.1.1 The Chair of the Co-op Standing Committee shall be the Co-op Director.
- 3.1.2 Members of this committee shall be volunteers.
- 3.2 Academic Achievement Night Committee
- 3.3 Activities Committees, such as Mom’s Night Out (MNO), Testing, and Talent Night

Section 4 – Committee chairs have the right to determine the members of their committees.

### **Article 7 – 501(c)(3)**

Section 1 - Upon the dissolution assets of HHE 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 - HHE is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of HHE’s 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 HHE 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 Bylaws may be amended when deemed necessary by a two-thirds majority vote of the Executive Board of Directors and a majority vote of the membership.

Section 2 - Proposed amendments must be submitted to the secretary of the board and sent out with regular board meeting notices. Any member in good standing may propose an amendment to the bylaws.

## **Article 9 – Co-op**

Section 1 - HHE Co-op is designed to provide educational opportunities in a classroom setting and to enhance current curriculum that the members are using in their homes. HHE Co-op offers a variety of classes with varied teaching styles.

Section 2 - Co-op participation is open to all HHE homeschooling families who meet the requirements of membership in the HHE group as stated in Article 2.

Section 3 – At least one parent per family will fulfill the responsibilities of teaching, assisting or filling in a volunteer slot as determined by the Executive Board each semester. Parents must make every effort to be present at the co-op while their children are in attendance. In very rare instances, a member family may desire to participate in the co-op, but the parent may be unable to regularly attend the co-op each week. Should that occur, the family may petition the Board for permission for their children to attend with another responsible adult.

Section 4 - Any person seeking permission to teach in the co-op classes must sign the HHE Statement of Faith declaring that they believe the statement and will teach classes based on these principles.

Section 5 - All teachers must turn in a course description and syllabus, which are in accordance to the HHE Statement of Faith, to be approved by the board before their class can be offered.

Section 6 - Co-op families may bring visiting students or additional observers for single visits, with prior approval of the Co-op Director. No students are allowed to attend classes who are not interested in participating in the co-op program. Tours for prospective families will be provided on an appointment only basis with the Co-op Director.

Section 7 - Co-op Guidelines, as approved by the board, must be signed each semester by participating families. If the guidelines are not followed, families are subject to dismissal from the co-op program.

Section 8 - HHE Co-op will not offer any classes for high school credit. All classes offered by the HHE Co-op are for educational enhancement only.

Section 9 - Termination from HHE Co-op may occur if a family does not abide by the co-op guidelines and the issue is not resolved by the HHE grievance policy. Participation may be terminated by two-thirds vote of the board.

## **Article 10 – Grievance Policy**

Section 1 – Members are encouraged to avoid grumbling. Instead, bring a question, problem, or concern about the operation of HHE to a board member.

Section 2 – Members may request to be placed on a board meeting agenda to discuss their concerns by contacting the secretary.

Section 3 – If a conflict arises based on an offense or a perceived offense, the following steps should be followed:

3.1 Go to the person who offends you; calmly try to clear up the matter without retaliation.

3.2 If the matter is not resolved, speak to a board member who will determine whether further involvement of the Executive Board is warranted. The first action will be for the offended party and that board member to address the issue with the offender.

3.3 If the matter has still not been resolved, both parties should bring the matter to the Executive Board, which will try to resolve the matter after hearing from both parties, separately or jointly, at its discretion. Through the whole process, all parties should refrain from gossip.

3.4 Any action taken pursuant to a grievance must be approved by a two-thirds vote of the Board.

# **HARTSVILLE HOME EDUCATORS STATEMENT OF FAITH**

## **We believe . . .**

**Bible:** The Bible is the infallible word of God, the supreme and final authority for all faith and life.

**God:** There is one God, eternally existent in three persons: Father, Son and Holy Ghost.

**Christ:** Jesus Christ is God in the form of man who was born of a virgin, led a sinless life, performed miracles, died on the cross for our sins and was raised from the dead. He is now in heaven and will return in power and glory.

**Man:** Man was created in God's image to have fellowship with Him and to glorify and serve Him, taking dominion over the earth and reflecting His holy character. Man fell into sin and became spiritually dead, and therefore is separated from God. Those who put their faith in Jesus Christ alone will be saved from the penalty of sin.

**Salvation:** Salvation is a free 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. 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.

**Holy Spirit:** The ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower the believer for godly living and service.

**Creation:** God created the world and all things out of nothing by His powerful Word, planned all things by His wisdom, and controls all things out of nothing by His sovereign power – all for His glory. All things were created in six days by a direct act of God.

**Marriage:** God has created marriage as a union between one man and one woman.

**Unity:** The spiritual unity of believers is through our common faith in the Lord Jesus Christ, and individual doctrinal differences which may exist, outside the aforementioned paragraphs in the Statement of Faith, should not hinder the unity of Christian home educators.

**Love:** God calls us to love one another, in deed and in truth. In that vein, we are led to treat all our fellow home educators with respect and kindness, regardless of their religious beliefs. In so doing, we maintain the spirit of love, unity and peace, which Jesus Christ inspires in us as Christians.

## **HARTSVILLE HOME EDUCATORS EXECUTIVE OFFICERS POSITION DESCRIPTION**

Position Title: President  
Term: 1 Year (minimum) / 3 Consecutive Years (maximum)  
Date Revised: August 17, 2017

### **Principle Function**

Serves as the principal Officer of Hartsville Home Educators. The Executive Board has been specifically delegated by the membership to oversee legal, financial, business and executive matters of Hartsville Home Educators. The Board will oversee all Volunteer Coordinators.

### **Specific Duties and Responsibilities**

- Regularly attend called Executive Board meetings using Robert's Rules of Order.
- Oversees annual orientation meeting with volunteer coordinators.
- Chair meetings of the Executive Board.
- Oversee Annual Planning of events for HHE.
- Oversee planning of Academic Achievement Night.
- Ensure that all Volunteer Coordinators of Hartsville Home Educators are performing their designated responsibilities and that their practices are in compliance with the By-laws and job descriptions of Hartsville Home Educators. Serves as an ex officio member of all committees and attends their meetings when appropriate.
- Monitor compliance with the Mission Statement and purpose of Hartsville Home Educators as documented in the By-laws of Hartsville Home Educators.
- Execute legal documents relating to contracts and other business matters of Hartsville Home Educators. (Example: sign reimbursement checks)
- Discuss issues confronting the Hartsville Home Educators with the Executive Board.
- Help guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Resolve conflicts/disciplinary issues within the membership.
- Review with the Executive Board any issues of concern to the Board.
- Monitor financial planning and financial reports.
- Review with Executive Board all fund-raising activities.
- Evaluate annually the Board's effectiveness of performing legal, financial, business and executive matters in achieving the Hartsville Home Educators mission.
- Perform other responsibilities as needed.



**HARTSVILLE HOME EDUCATORS  
EXECUTIVE OFFICERS POSITION DESCRIPTION**

Position Title: Vice President  
Term: 1 Year (minimum) / 3 Consecutive Years (maximum)  
Date Revised: August 17, 2017

**Principle Function**

Perform duties of President in the event of the President's temporary absence, and perform other duties as assigned by the President or Executive Board.

**Specific Duties and Responsibilities**

- Assist President with routine Board tasks.
- Follow-up on the progress of open assigned projects of the Board.
- Follow-up with Board members who are absent from Board meetings.
- Keep Committee Binders current for distribution to Volunteer Coordinators.
- Serve as Chairperson of the annual "Back to School Banquet" committee.
- Stay in close contact with the Executive Board.
- Assure that Board deadlines are met.
- Serve as an ex officio member to all committees and attend their meetings when appropriate.
- Perform other duties as assigned by the President.

## **HARTSVILLE HOME EDUCATORS EXECUTIVE OFFICERS POSITION DESCRIPTION**

Position Title:           Treasurer  
Reports to:                President  
Term:                      1 Year (minimum) / 3 Consecutive Years (maximum)  
Date Revised:            August 17, 2017

### **Principle Function**

Functions as the Chief Financial Officer of Hartsville Home Educators. Maintains high levels of financial integrity over the operations of Hartsville Home Educators.

### **Specific Duties and Responsibilities**

- Work closely with the Executive Board and Volunteer Coordinators to ensure a high level of fiscal integrity over the financial affairs of the Hartsville Home Educators.
- Ensure that a sound system of internal controls are in place and are properly functioning to protect the financial integrity of Hartsville Home Educators.
- Ensure:
  - Accurate financial books and records
  - Timely financial reporting
  - Proper cash and investment management practices
  - Compliance with all federal, state and local tax reporting requirements
- Write checks in accordance with the Hartsville Home Educators Financial Policies and Procedures. Review attached support for each disbursement. Present checks to President or Vice President for signing.
- Present financial reports to the Executive Board on a quarterly basis. Share comments on the financial condition of the Hartsville Home Educators.
- Present annual HHE budget to the general membership for approval, with an adoption by the executive board thereafter.
- Assure compliance with all financial policies and procedures as noted in the Hartsville Home Educators By-Laws. Propose new policies and procedures to the Executive Board as deemed necessary.
- Perform other duties as assigned by the President.

**HARTSVILLE HOME EDUCATORS  
EXECUTIVE OFFICERS POSITION DESCRIPTION**

Position Title: Secretary of Executive Board  
Reports to: President  
Term: 1 Year (minimum) / 3 Consecutive Years (maximum)  
Date Revised: August 17, 2017

**Principle Function**

Maintain accurate and timely documentation of all Hartsville Home Educators proceedings and business.

**Specific Duties and Responsibilities**

- Write up the Executive Board meetings and e-mail them to Board members.
- Maintain all Hartsville Home Educators Executive Board minutes in an orderly manner and retrieve such information when requested. Ensure that the Annual Minutes Binder is maintained current.
- Ensure that proper notices are given to Hartsville Home Educators members regarding membership meetings as required in the Bylaws.
- Maintain an accurate Hartsville Home Educators membership role so that quorums can be determined during membership meetings.
- Take minutes of all Hartsville Home Educators membership business meetings.
- Serve as parliamentarian at membership and Board meetings. Be familiar with “Robert’s Rules of Order.”
- Assure that the Hartsville Home Educators Record Retention Policy is being properly followed and maintained.
- Serve as Hartsville Home Educators Historian.
- Serve as an ex officio member to all committees and attend their meetings when appropriate
- Perform other duties as assigned by the President or Executive Board.

## **HARTSVILLE HOME EDUCATORS EXECUTIVE OFFICERS POSITION DESCRIPTION**

Position Title: Co-op Director  
Reports to: President  
Term: 1 Year (minimum) / 3 Consecutive Years (maximum)  
Date Revised: August 17, 2017

### **Principle Function**

The Co-op Director is responsible for the organization in planning, conducting and evaluating comprehensive educational programs and providing leadership assisting the Hartsville Home Educators Co-op within the scope of the Mission Statement of Hartsville Home Educators.

### **Specific Duties and Responsibilities**

- Lead the organization in planning, conducting and evaluating a comprehensive program of education.
- Serve as educational resource person and advisor to the leaders of the Co-op program.
- Develop education and training projects for various age groups within the organization.
- Guide in the selection, and enlistment of workers.
- Recommend and secure suitable educational building space and equipment
- Coordinate, with the Executive Board, the operations of the Co-op with the vision of Hartsville Home Educators.
- Present Co-op course syllabi and semester schedule to the Executive Board for approval.
- Other general responsibilities:
  - a. Cooperate with the Executive Board and Volunteer Coordinators in promoting the Co-op program to the membership of Hartsville Home Educators.