

Vine & Branches Home Educators
Organizational Bylaws

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Article I –Name and Purpose

Section 1

The name of the organization is Vine & Branches Home Educators, a South Carolina not for profit mutual benefit organization, (hereinafter referred to as “VBHE”).

Section 2

Our mission is to assist South Carolina Homeschooling families, particularly those of Horry and Georgetown Counties, in maintaining legal homeschooling status based on requirements established under South Carolina Code law Section 59-65-47. Our organization will further achieve its mission by seeking to love and honor Christ as we offer information and activities for member families to be able to enrich their individual homeschool learning environments.

Section 3 Statement of Faith

It is not our position to replace a spouse, a church, a pastor, or a counselor. We cannot provide the conviction necessary to sustain your homeschool. Hopefully, individuals within our group may meet this; however, it is not the responsibility of VBHE. Each family must be responsible for meeting the emotional, spiritual, social, and educational needs of their family.

- A. We believe the Bible to be the infallible Word of God, the supreme and final authority for all faith and life.
- B. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- C. We 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.
- D. We 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.
- E. We 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.
- F. We believe Christ has already done everything necessary by His death to remove our sins and make us holy from God’s point of view.
- G. We believe that the ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower the believer for godly living and service.
- H. We believe that marriage has been established by God as an exclusive union between one biological man and one biological woman.
- I. We believe that God created mankind in His image as a male or female, and any attempt to change, alter, or disagree with biological gender is contrary to the Word of God.
- J. We believe in the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences which may exist, outside the aforementioned paragraphs in the Statement of Faith, should not hinder the unity of Christian home educators.

Section 4 Emblem & Logo

The emblem and logo of VBHE shall be a style and design as approved by the Board of Directors. Such emblem and logo will be utilized and prominently placed on all publicity from VBHE and its affiliates with prior approval from the Board of Directors.

Article II –Members

Section 1

- A. Members must meet the following SC law 59-65-47 requirements:
 - (a) Be the parent or legal guardian of the homeschooled child
 - (b) a parent must hold at least a high school diploma or the equivalent general educational development (GED) certificate;
 - (c) the instructional year is at least one hundred eighty days;

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(d) the curriculum includes, but is not limited to, the basic instructional areas of reading, writing, mathematics, science, and social studies, and in B. grades seven through twelve, composition and literature; and

(e) educational records shall be maintained by the parent-teacher and include:

- (1) a plan book, diary, or other record indicating subjects taught and activities in which the student and parent-teacher engage;
- (2) a portfolio of samples of the student's academic work; and
- (3) a semiannual progress report including attendance records and individualized documentation of the student's academic progress in each of the basic instructional areas specified in item (c) above. By January thirtieth of each year, all associations shall report the number and grade level of children home schooled through the association to the state.

B. Alumni membership are available to the following:

1. A parent or legal guardian who has graduated a homeschool child
2. A former VBHE student who is a homeschool graduate

C. Members must also:

1. Pay an annual membership fee at the time of registration that is determined by the Board of Directors
2. Provide VBHE with timely and accurate enrollment information at the time of registration
3. Complete the End of the Year compliance form online by June 30
4. Keep a mid-year and year-end progress report on file for your records
5. All members must comply with VBHE policies, procedures, and bylaws
6. Failure to comply results in a hold being place on the membership account, which will result in loss of membership privileges
7. VBHE reserves the right to refuse any membership

D. Duties and Responsibilities:

1. By submitting a membership form to VBHE, members agree to abide by all policies, procedures, and bylaws as established by the Board of Directors. Members shall refrain from engaging in any activity that may bring reproach on VBHE or home education.

E. Resolution of Conflict:

1. In accordance with Matthew 18:15—17, all issues and concerns of a VBHE member should be brought to the attention of the Board of Directors in writing via mail or email sent to any member of the Board, who will present it at the next scheduled Board of Directors meeting for resolution. A list of email and mailing addresses can be found on the VBHE.org website. The Board of Directors will resolve all problems together, as a united board, and will not be asked to resolve conflicts independently of the other Board members.

F. Termination of Membership:

1. Members may terminate membership in VBHE at any time by providing notice of the same to the VBHE Director of Accountability.
2. Membership of any member may be involuntarily terminated by a two-thirds (2/3) vote of the Board of Directors whenever, in the Board's judgment, the best interests of the organization will be served thereby.
3. No fees collected shall be returned to members who choose to terminate their relationship with VBHE, or members whose memberships are terminated by the Board of Directors.

Article III –Board of Directors

Section 1

All Board of Directors members will be required to state in writing that they agree with the VBHE Statement of Faith, indicating that they agree with it. **Section 2**

The Board of Directors is responsible for setting policy and monthly reviewing financial reports. Organizational business will be reviewed on a quarterly basis at a minimum. The Board of Directors also has input on new services and endeavors by VBHE. The Board of Directors holds the power to conduct business and to delegate that power as needed to the President and Vice President. The Board of Directors will consist of at least four (4) members and may have up to twelve (12) members. All must be a member of VBHE in good standing. The Finance Manager, Accountability Coordinator, and High School Coordinator shall be ex-officio members of the Board with no authority to vote.

Section 2.1

The Board shall not have the power to budget to reserve/save in any one year more than an amount equivalent to ten percent (10%) of VBHE gross revenue for the prior fiscal year.

Section 3

Members of the Board of Directors will be voted on annually, with the exception of the President who will serve a minimum of three (3) years in that role. Terms start on July 1st and continue until June 30th of the following year.

Section 4

The President will be appointed by the Board of Directors from the existing Board members.

Section 5

To elect Board of Directors' positions, the Board will accept nominations from existing VBHE members by March 31st of the current year. From this list, the Board of Directors will vote on candidates to fill board positions. Nominations may be sent via postal mail to VBHE or via e-mail to any current VBHE Board Member.

Section 6

As positions are vacated, the Board of Directors may appoint the following officers: President, Vice-President, Director of Communications, Director of Social Activities, Director of Academics, Past President, Director of New Members, Secretary of the Board, Treasurer of the Board, and Veteran Advisor. Additional appointees may include: Members at Large that will serve one-year terms, renewable annually at the President's discretion.

Section 7

A quorum of 51% of the Board of Directors is required to transact business.

Section 8

The Board of Directors will meet at least quarterly to review financial reports and discuss organizational business; a special meeting may be called by the President or a majority of the Board. A notice of Special Meetings shall be e-mailed, texted, or mailed to all members of the Board of Directors at least two (2) weeks prior to the meeting date, when possible, and shall include the topic(s) to be considered. In the event of an emergency, the President may call a Special Meeting, with notification of the Board members to be given via telephone or text and within 24 hours prior to the meeting.

Section 9

Any Board Member may be removed by a two-thirds (2/3) vote of the Board when, in its judgment, the best interests of VBHE will be served thereby. A member of the Board of Directors can be removed for missing two (2) consecutive board meetings, for a breach of confidentiality, or for a failure to disclose a conflict of interest.

Section 10

Voting may be conducted between meetings when necessary by e-mail. Any Board of Directors member may submit a motion to the President. The President will be responsible for e-mailing the

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motion to all Board members to seek a second to the motion. The President will then call for a vote from the Board of Directors, who will in turn vote and “Reply to All” so that all Board members see the complete vote. The President will be responsible for printing the e-mailed votes and submitting them to the Secretary for inclusion in the following month’s minutes as “Old Business”. No voting may take place via text or telephone (one on one), but voting may occur on a conference call where quorum is present.

Section 11

When voting, all Board members will have one vote except the Past President who will act as an advisor; if there is a tie, then the Past President will vote to resolve the issue.

Section 12

Members of the Board of Directors shall not be compensated for their service except for reimbursement of reasonable expenses.

Section 13

The Board of Directors shall fill any vacancy in any office, however occurring, by an election of an officer for the remainder of the non-expired term of the office.

Article IV –Officers of the Board

Section 1

The President shall:

- A. Preside at all the meetings of the Board of Directors
- B. Enforce observance of the provisions of these By-Laws and all rules and regulations of VBHE
- C. Appoint committees
- D. Ensure the proper records are maintained and filed as necessary
- E. Provide an Orientation to the general membership at the beginning of the school year.
- F. With approval of the Board, the President may schedule meetings with outside counsel to obtain opinions, etc. Results of such meetings are to be reported in writing to the Board.
- G. The President shall also serve as an account signature with the bank.

Section 2

The Vice-President, in the absence or disability of the President, shall perform and carry out all the duties and responsibilities of the President. The Vice President shall:

- A. Act as the point of contact for the VBHE Board’s Annual Used Curricula Sale and Seminars
- B. Organize meals to families with new babies, or who have suffered a loss of a family member, or other life changes
- C. Oversee coordination and planning of the Annual Meeting
- D. Send correspondence and encouragement to VBHE families as needed
- E. Serve as an account signature with the bank

Section 3

Director of Communications primary responsibilities are as follows:

- A. Maintain the Activity Calendar
- B. Maintain and update the website and Facebook or other social media accounts

Section 5

The Director of Academic Enrichment’s primary responsibilities are as follows:

- A. Oversee coordination of Science Fair, Spelling Bee, and Geography Bee
- B. Promote and manage Epsilon Iota, VBHE chapter of National Honor Society
- C. Provide curricula advisement, encouragement/support throughout the year
- D. Oversee academic co-ops

Section 6

The Director of Social Activities’ primary responsibilities are as follows:

- A. Provide support for the coordinators of field trips and student activities
- B. Provide curricula advisement, encouragement/support throughout the year

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- C. Oversee enrichment co-ops

Section 7

The Veteran Advisor must have experience in many stages of homeschooling. The Veteran Advisor must be willing to attend board meetings and serve on sub-committees as needed.

Section 8

The Past President will be available to help maintain continuity throughout transition periods.

Section 9

The Director of New Members' primary responsibilities are as follows:

- A. Communicate regularly with each new member to encourage them and assist them as they begin their homeschool journey with VBHE
- B. Work with the Veteran Advisor to connect new members with a veteran homeschool mentor to help them feel equipped and encouraged as needed or if requested

Section 10

Secretary of the Board's primary responsibilities are as follows:

- A. Record the minutes of all Board Meetings
- B. Send minutes to all Board Members after the meeting

Section 11

Treasurer of the Board's primary responsibilities are as follows:

- A. Pick up mail
- B. Make regular deposits as needed
- C. Send monthly paperwork to the professional bookkeeper
- D. Write checks as necessary and present them to the signatories for signature
- E. Create and issue invoices for members
- F. Present financial report to VBHE board

Article V – Board-Appointed Agents

Section 1

The Finance Manager, hired by the Board of Directors, handles necessary paperwork. The Finance Manager's primary responsibilities are as follows:

- A. Quarterly: file form 944 and present financial report to VBHE Board
- B. Annually: file 990n and other tax forms including 1099's and W2's when necessary
- C. Inputs and tracks data into the bookkeeping software
- D. Runs a monthly report and submits it to the Treasurer

Section 2

The Accountability Coordinator, hired by the Board of Directors, maintains member files. The Accountability Coordinator's primary responsibilities are as follows:

- A. Provide potential members with organization information
- B. Report all necessary data to both state and federal government agencies
- C. Collect application/compliance information and set up a file for each member
- D. Maintain a database of all members
- E. Provide members with an enrollment verification letter
- F. Provide members with reporting forms needed for upcoming year
- G. Report data to appropriate school districts by January 31 of each year
- H. Compile and present a quarterly report to the Board of Directors
- I. Act as the contact for members and potential members
- J. Stay informed and current on state laws and homeschooling requirements, and provide direction to members as needed
- K. Provide a new member's report to the Director of New Members
- L. Provide a report as needed to the High School Coordinator
- M. Create invoices as needed

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N. Manage members' accounts

Section 3

The High School Coordinator, hired by the Board of Directors, serves as the members' high school guidance counselor. The High School Coordinator's primary responsibilities are as follows:

- A. Act as the point of contact for high school families
- B. Phone, email, or meet with parents regarding high school planning
- C. Contact each registered family with a welcome email confirming grade level and include a copy of the high school handbook
- D. Make sure each registered high school parent has an active and up-to-date account with HomeschoolReporting.com and uses the discount code VBHE29587 and chooses Vine & Branches as the umbrella school.
- E. Prepare a high school planning sheet for each high school student and email a copy of the planning sheet to parents at the end of each academic year.
- F. Confirm that each student has taken the required number of courses and has the correct number of credits for graduation
- G. Confirm that all grades are submitted properly to HomeschoolReporting.com by each parent every semester. If a parent fails to submit grades, send their name to the Accountability Coordinator so a hold can be placed on their account.
- H. Prepare high school transcripts for each high school student. Add the following information to each transcript: Official Final High School Transcript (if it is their senior year; all others Official Final Sophomore or Junior High School Transcript etc.), Rank, GPA based on SC Uniform Grading Policy and GPA Dated Calculated _____ confirm that the graduation date is correct. Email a copy to each parent at the end of the academic year. Save/print copies of each transcript for VBHE records.
- I. Prepare rank reports for each grade level 10th—12th. Be prepared to mail a copy of these reports to colleges upon request.
- J. Complete the paperwork necessary for Palmetto Fellows Scholarship twice a year and mail it certified to CHE (Commission on Higher Education). That will require accurate transcripts and rank reports being sent as well as paperwork from the student and other required documents.
- K. Upon request, prepare transcripts to be sent to colleges or public schools. If a student is transferring, request the mailing address and contact person to ensure the transcript is mailed to the correct location.
- L. Be prepared to compose and send letters of recommendation for VBHE high school students for scholarships and college entrance.
- M. Prepare a spreadsheet for memberships each year. Separate them by grade level.
- N. Prepare a group email list for all high school families and then one for seniors.
- O. Maintain accurate contact records; save emails/correspondences.
- P. Make sure that there are no pending families in homeschoolreporting.com. This should be checked often during registration.
- Q. In early spring, provide the graduation coordinator with the top-ranking juniors based on first semester grades. Those students will be considered for junior marshals.
- R. Save all VBHE high school related documents on the VBHE computer and jump drive.
- S. Update the high school handbook as needed
- T. Be prepared to do high school presentations as needed and requested by the Board
- U. Mail out transcripts as needed and requested.

Section 4

The Board of Directors will appoint volunteers from the membership to oversee activities and events sponsored by VBHE, to include but not limited to prom, field day, book sale, and graduation.

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Article VI – Officer Indemnification

VBHE shall indemnify any and all of its officers, members of the Board of Directors, or former Board members, or any person who may have served at its request or by its election as a member or officer of VBHE, against expenses actually and necessarily incurred by them in connection with the defense of settlement of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by now being or having been members or officers of the organization, except in relation to matters as to which any member or officer or former officer or person shall be adjudged in such action, suit or proceeding to be liable, willful misconduct in the performance of duty and to such matters as shall be settled by agreement predicted existence of such liability. The indemnification provided hereby shall not be deemed exclusive of any other which anyone seeking indemnification hereunder may be entitled under any by-law, agreement, or otherwise as to action in his official capacity and as to action in another capacity while holding such office.

Article VII– Amendments to the Bylaws

With the exception of Articles VII and VIII which are irrevocable and not subject to amendment, these bylaws may be amended subject to approval of a vote of two-thirds (2/3) of the sitting Board of Directors. The amended bylaws must be dated and signed by the Board President and the Vice-President.

Article VIII – Dissolution

In the event that VBHE should be dissolved for any reason, all assets of VBHE, if any, shall be transferred to another similar non-profit organization as agreed upon by a two-thirds (2/3) vote of the Board of Directors. This provision in the VBHE bylaws is irrevocable and is not subject to amendment except as necessary to designate the name of the non-profit organization chosen to receive any VBHE assets.