

Organizational Bylaws

Article I –Name and Purpose

Section 1

The name of the organization is Vine and Branches Home Educators.

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 offering information and activities for member families to be able to enrich their individual homeschool learning environments.

Section 2a

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 home school. 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.

Section 3

Statement of Faith

- We believe the Bible to be the infallible word of God, the supreme and final authority for all faith and life.
- We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- 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.
- 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.
- 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.
- We believe Christ has already done everything necessary by His death to remove our sins and make us holy from God's point of views.
- 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.

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.

We believe that 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.

Article II –Members

Section 1

A. Members must meet the following SC law 59-65-47 requirements:

1. Be the parent or legal guardian of the homeschooled child
2. Hold a valid high school diploma, GED or college degree.
3. Keep the following records:
 - Daily lesson plans or diary
 - Attendance records (180 days)
 - Semi-annual progress reports
 - Student academic portfolio

4. Provide instruction including but not limited to the minimum academic requirements for each respective grade level:
 - K-6 (Reading, Writing, Math, Science and Social Studies)
 - 7-12 (The above subjects plus composition and literature)

B. Members must also:

1. Pay an annual membership fee that is determined by the board of directors.
2. Provide VBHE with timely and accurate enrollment information
3. Complete the End of the Year compliance form.
4. For those families joining in support activities, they must be willing to fulfill an annual commitment of service to VBHE.
5. All members must comply with VBHE policies, procedures and bylaws.
6. VBHE reserves the right to refuse any membership.

C. Duties and Responsibilities:

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

D. Resolution of Conflict:

All issues and concerns of a member should be brought to the attention of the Executive Board in writing via postal mail or e-mail to a board member, who will present it at the next scheduled board meeting for resolution. The Executive Board will resolve all problems together as a united board and will not be asked to resolve conflicts independently of the other Board members.

E. Termination of Membership:

Members may terminate membership in VBHE at any time by providing notice of the same to the VBHE President, for resigning from the support branch of VBHE; and by providing notice of the same to the VBHE Administrator of Accountability.

Membership of any member may be involuntarily terminated by a two-thirds (2/3) vote of the Executive Board whenever in the Board's judgment the best interests of the organization will be served thereby.

No fees collected shall be returned to members who choose to terminate their relationship with VBHE, or members whose memberships are terminated by the Executive Board.

Article III –Board of Directors

Section 1

All Executive Board members will be asked to sign the VBHE statement of faith.

Section 2

The Executive Board is responsible for setting policy and annually reviewing financial reports and organizational business. The Executive Board also has input on new services and endeavors by the organization. It holds the power to conduct business and to delegate that power as needed to the President and Vice President. The Executive Board will consist of at least four members and may have up to twelve members.

Section 3

The Executive Board members may serve no more than three years. After three years, a one year sabbatical is required before assuming a additional board position. Terms start on July 1st and continuing until June 30th.

Section 4

The President will be appointed by the Executive Board from the existing executive board members.

Section 5

To elect the Vice President, the Executive Board will accept nominations from existing Vine and Branches members by March 31st of the current year. From this list, the Executive Board and Board Appointed Agents 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 Executive Board member.

Section 6

As positions are vacated, the Executive Board will appoint: a President, Vice-President, Website Administrator, Director of Support, Director of Academics, Director of Social Activities, Past President and Veteran Advisor. Additional appointees include: Two Members at Large that will take on Secretarial and First Lego League responsibilities.

Section 7

A quorum of 51% of the Executive Board and the board appointed agent is required to transact business.

Section 8

The board 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 Executive Board. A notice of Special Meetings shall be e-mailed or mailed to all Executive Board members at least two 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 Board members to be given via telephone and within 24 hours prior to the meeting.

Section 9

Board members can be removed for missing two consecutive board meetings, breach of confidentiality or failure to disclose a conflict of interest.

Section 10

Voting may be conducted between meetings when necessary by e-mail. Any board member may submit a motion to the president. The President will be responsible for e-mailing the motion to all board members, who in turn vote and "Reply to All" board members so that all 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 telephone.

Section 11

When voting, all Executive 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

Executive Board members shall not be compensated for their service except for reimbursement of reasonable expenses.

Section 13

Any officer may be removed by a two-thirds (2/3) vote of the Board when, in its judgment, the best interests of the organization will be served thereby.

Section 14

The Board 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 presides at all the meetings of the board, appoints committees, and ensures the proper records are maintained and filed as necessary.

Section 2

The Vice-President acts as the chief board officer in the President's absence and plans/ implements the VBHE Board's Annual Used Curricula Sale and Seminars.

Section 3

The Website Administrator's primary responsibilities are as follows:

- i. Coordinate the Activity Calendar

- ii. Maintain and update the website

Section 4

The Director of Support's primary responsibilities are as follows:

- i. Provide a Meet and Greet opportunity at the beginning of school year
- iii. Provide curricula advisement, encouragement/support throughout the year
- iv. Coordinate/speak during VBHE seminars and workshops as needed

Section 5

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

- i. Oversee coordination of Science Fair, Spelling Bee, and Geography Bee
- ii. Promote and manage Epsilon Iota, VBHE chapter of Nat'l Honor Society

Section 6

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

- i. Provide support for the coordinators of field trips and student activities
- ii. Maintain a record of families who have fulfilled their annual commitment

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.

Article V – Board Appointed Agents

Section 1

The board will hire a Director of Finance to handle necessary paperwork. The Director of Finance's primary responsibilities are as follows:

- i. Weekly: deposit monies collected
- ii. Monthly: balance checkbook and pay bills
- iii. Quarterly: file form 944
- iv. Annually: file 990n, 1099s and W2s, present financial report to VBHE Board

Section 2

The board will hire a Director of Accountability to maintain member files. The Director of Accountability's primary responsibilities is as follows:

- i. Provide potential members with organization information
- ii. Report all necessary data to both state and federal government agencies
- iii. Collect application/compliance information and set up file for each member
- iv. Maintain a database of members
- v. Provide members with an organization identification card
- vi. Provide members with reporting forms needed for upcoming year
- vii. Report data to appropriate school districts by January 31st of each year
- viii. Compile and present an annual report to the Executive Board
- ix. Act as the Accountability Group's contact

Section 3

The board will appoint volunteers from the membership to oversee activities and events sponsored by VBHE, to include but not limited to prom and graduation.

Article VI – Committees

Committees may be established from time to time as appointed by the President of the Board, or by action of the Executive Board, as necessary to better service its members. Committees must submit monthly reports, including all receipts and invoices.

Article VII – Officer Indemnification

The organization shall indemnify any and all of its officers, members of the Executive Board, or former office members, or any person who may have served at its request or by its election as a member or officer of the organization, 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 VIII– Amendments to the Bylaws

With the exception of Articles VIII and IX which are irrevocable and not subject to amendment, These bylaws may be amended subject to approval of a vote of two-thirds of the sitting Executive Board members. The amended bylaws must be dated and signed by the board President and the Vice-President.

Article IX – 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 2/3 vote of the Executive Board. This provision in the VBHE by-laws 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.