

## **BYLAWS OF SACRED HEART HOME EDUCATORS**

**Posted 06/20/23 (Voted in at end of the year meeting, May 12, 2023)**

### **Mission Statement**

The Sacred Heart Home Educators (SHHE) is a network of Catholic home educators that seeks to provide support and encouragement to families as they fulfill their calling to be the first and foremost educators of their children. We pledge loyalty to the Pope, our Bishops, and faithfulness to all doctrinal and moral beliefs and disciplines passed down through the Magisterium. We are consecrated to the Sacred Heart of Jesus and the Immaculate Heart of Mary.

"As the Second Vatican Council recalled, 'since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and others that a well-rounded personal development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs.'"

Pope John Paul II's Apostolic Exhortation  
*The Role of the Christian Family in the Modern World*

### **I. Membership**

- A. Regular Members - Regular members who have full voting rights:
  - 1. Are parents or guardians who are educating at least one of their children at home between preschool and 12th grade, or plan to educate a child at home within the next 6 months, whether the child receives Arizona Empowerment Scholarship Account (ESA) funding or not.
  - 2. Are active, practicing Catholics who are in full communion with the Catholic Church according to the precepts of the Church as set forth in paragraphs 2041-2043 in the *Catechism of the Catholic Church* and who have signed the Membership Agreement to follow SHHE policies.
  - 3. Agree to follow the Forum Guidelines.
  - 4. Have at least one parent/guardian, but preferably both parents, certified in Safe Environment Training (SET). Any parent who volunteers at an event or co-op must be SET trained, regardless of the SET status of his or her spouse.
  - 5. Are eligible to be members of the Board.
  - 6. Shall have one vote per family.
- B. Advisory Members
  - 1. Provide advice, direction, encouragement and other support to regular members.
  - 2. Shall be open to former experienced home educators who request

to retain/renew SHHE membership and are approved at the discretion of the Board.

3. Are active, practicing Catholics who are in full communion with the Catholic Church according to the precepts of the Church as set forth in paragraphs 2041-2043 in the *Catechism of the Catholic Church* and who have signed the Membership Agreement to follow the SHHE policies.
4. Agree to follow the Forum Guidelines.
5. Are current with Safe Environment Training.
6. Are exempt from the membership fee (but are subject to administrative fees as deemed appropriate by the Board).

## **II. Governance**

### **A. Annual Meeting**

1. Each year, the Board shall hold an annual meeting of members and guests prior to June 1. The purpose of this meeting shall be to elect the members of the Board and to consider such other matters as proposed by the Board and any members of SHHE.
2. Meetings shall be run according to the consensus model.
3. At least two weeks' notice must be given as to time, date, and place of the meeting.

### **B. Special Meetings**

1. Special meetings may be called by the Board or by at least ten regular members of SHHE.
2. At least two weeks' notice must be given as to the time, date, and place of the meeting.

## **III. Sacred Heart Home Educators Board and Administrative Support**

A. The SHHE Board is responsible for the ordinary governance of SHHE, appointing a statutory agent\*, requesting the services of the vocations director and/or other clergy to serve the spiritual needs of the group, and overseeing the volunteers who manage the administrative and event coordination. Board members must have been members of SHHE for at least 2 years and are actively home educating at least one child. The Board comprises the following members:

1. The President shall:
  - a) serve as chairman of the SHHE group and shall, subject to the control of the Board, provide general supervision and direction;
  - b) serve as the primary representative of SHHE;
  - c) be the co-signer and co-holder on the SHHE business and banking accounts, and co-holder and dispenser of insurance certificates for events at his/her discretion;
  - d) perform such duties as from time to time may be assigned to him/her by Board or bylaws;

- e) schedule and facilitate board meetings, including the end-of-the-year meeting;
  - f) stay current with the needs of the home-educating community and changes in laws that affect home educators, and communicate with the board and group any necessary information that directly pertains to SHHE and/or its members;
  - g) work in cooperation with the Treasurer to file non-profit tax status and all other tax forms with the IRS, and corporate forms with the Arizona Corporate Commission annually by the filing dates for each year.\*\*
2. The Vice President shall:
- a) perform all the duties of the President in the absence or disability of the President;
  - b) be the liaison for the home-educating events' coordinators in SHHE;
  - c) communicate with the President and rest of the Board when necessary about the volunteer needs, concerns, or events.
3. The Secretary shall:
- a) keep the minutes of the proceedings of the Board and post the minutes to the website within 8-10 working days of Board approval;
  - b) send out donation receipts preferably by the end of the calendar year, but no later than Jan. 31 for the preceding year (receipts must include the date, donation amount, and following verbiage: "Sacred Heart Home Educators is a registered 501(c)3 No goods or services were provided in exchange for this contribution.").
4. The Treasurer shall:
- a) be signatory on bank accounts, and retain records from all financial transactions and statements, insurance policies, taxes, and non-profit status;
  - b) be financial liaison between SHHE and events coordinators;
  - c) have charge and custody of and be responsible for funds of the group, and deposit all such funds in the name of SHHE in the group bank account;
  - d) receive & give receipt for all monies due and payable to the SHHE group from any and all sources;
  - e) disburse, or cause to be disbursed, the funds of the group as may be directed by the Board, taking proper vouchers for such disbursements;
  - f) keep & maintain adequate & correct accounts of the group's assets and be able to provide up-to-date records upon request;

- g) submit a yearly budget based on the previous year's records and accounts for approval by the Board;
  - h) write and disperse checks within the budget (anything over the budget must be approved by the Board), and write discretionary checks as approved by the Board;
  - i) work in cooperation with the President to file non-profit tax status and all other tax forms with the IRS, and corporate forms with the Arizona Corporate Commission annually by the filing dates for each year.\*\*
5. The Past President shall:
- a) serve the current Board as advisor and council in matters concerning his/her experience as past president of SHHE;
  - b) perform all duties of President and Vice President, in the absence or disability of these two offices;
  - c) manage transition of information and protocols from one board to the next.
6. The Chapter Heads shall:
- a) serve as the liaison to anyone newly registered in SHHE and will inform these members of activities happening in their region;
  - b) introduce new families registered in SHHE to the rest of the group both through the email forum and at SHHE events;
  - c) communicate to the Board their region's activities (field trips, events, classes, etc.) and bring concerns and/or questions from members in their region to the Board.

B. Non-Governing Board Administrative Support Members

1. The Spiritual Advisor shall:
- a) preferably be the Vocations Director of the Diocese (but does not have to be if either the Vocations Director is unavailable to serve in this capacity or the SHHE Board wishes to invite another priest to function in this role)
  - b) be invited to SHHE events, along with other clergy who have agreed to serve the home educating community;
  - c) provide spiritual counsel, sacraments, and general guidance on matters of faith and morals, specifically when it comes to the leadership, membership, and overall mission of SHHE within the context of Catholic teaching.
2. Membership Coordinator shall:
- a) manage SHHE Membership database;
  - b) annually update renewal/registration forms per board input/instruction;
  - c) coordinate annual registration/renewal process beginning July 1st;

- d) process periodic membership registration/renewals throughout the year;
  - e) communicate new member info to area coordinators and the Vice President.
3. Website Administrator shall:
- a) manage Sacred Heart Home Educators website, including website navigation menus;
  - b) manage sub-admin accounts for website volunteers and email forwarding for @shhe.org email addresses;
  - c) troubleshoot problems experienced by sub-admins and member families;
  - d) contact and work with Homeschool-life technical support as needed;
  - e) support Membership Coordinator, Treasurer, and other sub-admins as needed;
  - f) perform tasks when other volunteers are unavailable: registration and renewal, calendar, event signups, class registration tool, forum categories, image upload approval, upload changes to website content as needed.
4. Other: Calendar administration and forum moderating shall be filled by delegated volunteers at the discretion of the Board or managed by Board and support administrators when those positions are empty.

\*The statutory agent is appointed by the Board to serve as its representing party for legal communications. The agent can be changed with Board approval and does not need to be the same person/organization who serves as a designee for filing tax and corporate forms.

\*\*The Board may appoint a designee to aid the President and Treasurer with the responsibility to file tax and corporate forms each year.

C. The term of office for members of the Board shall be one year running from June 1st to the following May 31st.

D. In the event of a vacancy prior to term, in the office of President, the Vice President shall assume the office of President. All other vacancies shall be fulfilled by a majority vote of the Board.

E. Members of the Board may be removed from office for just cause. Removal shall be by a 2/3 vote of the membership at a special meeting held for this purpose. The proposal for removal of a member of the Board may be either by a 2/3 vote of the Board or petition of 20% of the regular members. At least two weeks' notice must be given before a special meeting is held for this purpose and the notice must state the date, place, and time of the meeting.

F. Meetings of the Board shall:

- 1. be held at least once a year;
- 2. be open to the full membership;

3. be conducted by the consensus model.

#### **IV. Ratification and Amendments**

- A. Amendments to the Bylaws may be proposed by the Board or 20% of the regular members.
- B. These Bylaws shall be deemed ratified when approved by a majority vote of the regular members.
- C. A vote can take place at:
  1. the annual meeting;
  2. special meeting for this purpose;
  3. through a special email vote.
- D. The amendment shall be effective immediately.