



Home, where each lives for the other, and all live for God.

2016-2017

Blount Home Education Association (BHEA) is an association of independent homeschooling families established to promote and encourage home education in Blount County. It is vital to the success of this organization that each member understands that BHEA operates as a cooperative effort and depends on the contributions of each member.

Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself, do not merely look for your own personal interests, but also for the interests of others. Philippians 2:3-4 (NAS)

This handbook is a valuable tool containing essential information about your membership. By joining BHEA, you are agreeing to adhere to the guidelines and policies contained within.

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About Your BHEA Membership

Membership is from June 1, 2016 to June 30, 2017, and dues are on a per family basis. Please remember that BHEA is not a school, but a homeschooling support organization.

Member Responsibilities

BHEA is an all-volunteer organization. The contribution of member time and talents is vital to its success. Each member should be willing to volunteer in some capacity. Volunteering is the best way to get to know other BHEA members. If you don't know where to volunteer, contact any member of the board of directors. Please note that the benefits listed below are dependent on having volunteers and a few may not be offered every year.

All members are responsible for knowing and adhering to BHEA policies as defined in this handbook.

Membership Benefits

- HSLDA discount
- New member support
- Members directory
- E-mail alerts
- Membership cards
- Homeschooling 101
- Field Day
- Park Day
- Scholastic Book Club
- Christmas & Spring programs
- Yearbook
- Used Curriculum Fair
- Enrichment classes
- Drama program
- Tennis, swimming, cross-country
- Moms' Night Out
- Topical roundtable discussions
- Kindergarten graduation
- High School graduation
- Field trips
- Boy Scouts & Cub Scouts
- Lego Club
- American Heritage Girls
- 4-H Club
- Spring Formal
- Teen activities
- Facebook groups and website forums
- Science Bowl, Science Olympiad
- Destination Imagination
- Spelling Bee
- And more!

Your Membership Fee

Treasurer's reports are presented at semi-annual BHEA meetings and are always available at member request. If you would like a copy, please contact the BHEA Treasurer.

The following list includes some of the expenses incurred in running BHEA:

- Miscellaneous Supplies & Copies
- Liability insurance
- Roundtables
- Field Day
- Donations to facilities
- Guest speakers
- Website hosting and fees
- Kickoff & Welcome Picnic
- Homeschool 101

Important Contact Information for BHEA

Board of Directors: directors@bhea.net

The following members serve on the Board of Directors and act to coordinate the efforts of members:

President: Mike Williams

Vice President: Sarah Small

Treasurer: Amy King

Secretary: Elise Klepatz

Ministry Coordinator: Elise Klepatz

Membership Coordinator: Sarah Small

Activities Coordinator: Allison Elder

Enrichment Team Leader: Wendy Hicks

High School Enrichment Leader: Leanne Phagan

Teen Coordinator: Rachel Myers

Communications Coordinator/Social Media: Christy Vilaire

Website Manager/Member-at-Large: Lisa Best

Other Contact Information:

Announcements to all members: ealert@bhea.net

Activities: activities@bhea.net

BHEA Board questions: directors@bhea.net

Enrichment classes: enrichment@bhea.net

Membership: membership@bhea.net

Ministry needs: ministry@bhea.net

General questions about homeschooling and BHEA: info@bhea.net

How BHEA Works

Leadership:

- BHEA's leadership structure consists of an Administrative Board made up of coordinators who oversee volunteer efforts in the major service areas that BHEA offers. The positions of coordinators were formed out of necessity in order to efficiently serve such a large group. Some current coordinator positions are: Membership, Ministry, Enrichment, High School Enrichment, Teen Activities, Treasurer, Communications, and Activities.
- Please bring any concerns, ideas, questions, or comments to the appropriate coordinator.

BHEA Members Directory:

- The BHEA Members Directory is the group's contact list. It is available on the website.

- This directory is confidential and for members' personal use only. Please respect everyone's privacy and never share this information with anyone who is not a BHEA member.
- Misuse of this directory may result in suspension of your membership.
- Do not use the BHEA Members Directory to solicit business.

BHEA Communications System:

- **Email Policy** — Since BHEA's main form of communication is email, it is imperative that all members submit a current email address that they check on a regular basis.
- **BHEA Website** — The BHEA website is our key virtual meeting place. It serves as our primary means of communication and connection with all members. The website contains our calendar, class schedules and sign-ups, activities, clubs, membership directory, business directory, alumni directory, classifieds, field trips, and teen events. To stay up-to-date on various activities, it is essential that you read your "Weekly Update" delivered on a weekly basis and check the website for additional details.
- **E-Alerts**— All notifications will come to members via email. The e-alert system will supplement the website's communication methods by distributing special and time sensitive announcements. Appropriate notices should be sent to ealert@bhea.net.
- **Weekly Update is an automatically generated email that comes out every weekend.** It contains BHEA activities occurring each week as well as newly announced activities.
- **Facebook***- We have three Facebook groups only open to members (our regular BHEA group, a teen group, and a group that is specifically for parents who are homeschooling high schoolers) and one Facebook page that is our public face and is open to anyone.

* The purpose of these groups is to provide support to one another. Christian kindness should always rule. Please choose your words carefully and consider the tone of your messages. Please refrain from engaging in political discussion or endorsement, non-educational business promotion, debates, or producing or extending controversy. If in doubt, contact the moderator. The board of directors maintains the right to place individuals or the entire group under moderation at their discretion.

Activities and Field Trips:

All members are encouraged to plan and host field trips. Information to make planning easy is available from the activities coordinator at activities@bhea.net.

- When scheduling a field trip or activity, please submit via the calendar function on the website for approval. You will be prompted through the system for required information. You will be notified within a week if your activity has been approved as a BHEA-sanctioned event. Occasional overlaps of field trips and club functions are to be expected within a group this large. Members are at liberty to determine their participation.
- Field trips are available to all BHEA members, unless a specific age or group size restrictions are posted.
- Advance sign up is normally required.
- Please call the field trip coordinator if you will be unable to attend a trip you are registered for. Other families may be on a waiting list.
- Parents are encouraged to attend field trips with their children. If your child must attend with another family, you are responsible for providing that family with emergency contact information.

- Be punctual. Your tardiness might hold up the entire group.
- You are financially responsible for your field trip reservations. Please do not expect a refund if you must cancel.

BHEA Attendance, Behavior, and Dress Policy

We sincerely desire that our children's behavior and dress in public and at group events will reflect Godly character brought about by the extra time and effort spent training them. Since we are all still in the process of child training, discipline is sometimes needed at homeschool events. This behavior and dress policy will be in effect for each and every BHEA event, unless otherwise stated.

Guiding Principles for Leadership of Children within BHEA:

As a Christian organization, BHEA is committed to positively encouraging our students to reach their God-given potential. Whether you teach or assist an enrichment class, coach a team, care for children in the nursery, or lead students in any way, BHEA expects leaders to treat children with the utmost respect and care. The following are some guiding principles required as a leader within BHEA:

- Inspire and uplift our children to moral and academic excellence through positive, encouraging words and attitudes.
- Recognize individual strengths and weaknesses. Affirm strengths and use positive feedback to address weaknesses.
- Seek to identify each student's unique potential and endeavor to help him grow and learn.
- Remember that each child entrusted to our leadership is never to be spoken to in a harsh manner, demeaned or belittled in any way. Rather, we are to build them up and motivate them through love, kindness and patience.

Please read this policy carefully and understand that it will be strictly observed.

Please do not be surprised or offended when this policy is enforced.

Behavior Policy: BHEA is a Christian organization. Demeanor and behavior should reflect Christian standards. Inappropriate behavior will be handled in this manner:

- Verbal correction will be given and parent contact will be made.
- Parents are expected to respond quickly and respectfully to verbal correction.
- If misbehavior continues after the verbal correction, the parent will be required to respond to written notification of the issue.
- Children misbehaving after these corrections are required to leave the event/class. BHEA will review participation privileges for those who are repeatedly asked to leave events.
- Refer to BHEA Enrichment Class Guidelines for additional behavior policy information pertaining to classes and host venue rules.

Attendance:

School-aged, non-homeschooled children should not be at BHEA events held during their normal school hours. They are, however, welcome to attend BHEA events held on school holidays, breaks, or after school hours.

Guests: Homeschooled students or families considering homeschooling may attend BHEA functions as guests if space allows. Out of fairness to our members, anyone attending more than one activity must join BHEA. It is not appropriate to bring guests whose membership privileges have been revoked or suspended.

Dress Policy: BHEA is concerned with the attitude reflected in some fashions; therefore, we have adopted the following policy concerning dress for all members and their guests at any BHEA event.

Violations of the dress policy are to be corrected immediately or you will be asked to leave the event. Membership privileges will be reviewed for those who are repeatedly asked to leave events.

- Extreme fashions are not appropriate for BHEA functions.
- The wearing of hats is based on the beliefs of our host facilities. Religious or special classroom use excepted.
- Shirts must cover the entire torso. (No midriff or cleavage should be showing.)
- Shorts should be longer than your longest finger when hands are to your sides.
- Skirts should be no shorter than 2" above the knee. If leggings (not tights) are worn, skirts should be longer than your longest finger when hands are to your sides (approved shorts length).
- Clothing must not be form fitting (bike shorts, tight tops, etc.).
- Underwear should not be seen.
- Please carefully select T-shirts appropriate to our group's Christ-centered beliefs.
- Sleeveless tops must be modest and meet the above criteria concerning shirts, underwear, etc. (No spaghetti straps or halters. Shoulder straps should be at least three-fingers wide.)
- Proper swimwear should be MODEST --- one-piece suits or tankinis for girls and swim trunks for boys.
- Special note on the Spring Formal: A separate dress policy will be distributed each year for this event. Please request a copy and review it prior to purchasing your formal wear.

Anyone arriving at BHEA events disregarding this dress policy may be asked to put on appropriate clothing cover-up or to leave the event.

Spring Formal Dance Guidelines and Dress Code:

The Spring Formal is a special event for students in grades 9 – 12. It is for this reason, and because of the sometimes exorbitant cost of formal wear, that we require all participants to read these guidelines very carefully. The dress code is quite detailed and will be strictly enforced. There are frequent additions and changes made to this code, so please do not assume you know the criteria already. Do not purchase formal wear until you have read the dress code in its entirety. ***You will not be permitted to purchase a ticket without signing a Dress Code Agreement.***

Who may attend? This event is for BHEA students who began the school year in grades 9 – 12 and who are at least 14 years old at the time of the dance. Parents may purchase a ticket and attend also. No non-parent or guardian escorts over the age of 19 are permitted to attend. Other escorts/guests must be at least 14 years of age and be in at least the 9th grade.

Final Formal Dress Code

Please note: If you arrive in inappropriate dress, you will be asked to leave and no refund will be granted.

Gentlemen:

Must wear a suit or tuxedo and a tie. No blue jeans.

Ladies:

- No backless dresses are permitted, defined as lower-cut than the normal bra line. No skin should be showing below this point, such as with cut outs.
- Appropriate undergarments must be worn.
- No plunging necklines and no cleavage should show. Halter styles are permissible as long as they meet these criteria.
- Strapless dresses may be worn, so long as they meet all other guidelines.
- The shortest point of the skirt, including any slits, must be no higher than two inches above the top of the kneecap when standing.
- The regular BHEA dress code stands in the event of an omission or misunderstanding.

If you have any questions about the guidelines or dress code, please contact the BHEA Board of Directors by email at directors@bhea.net for clarification.

BHEA Enrichment Class Guidelines 2016-2017

It is our desire at BHEA that your experience with enrichment classes be one filled with joy and good memories. The importance of proper conduct at our classes cannot be underestimated. Because we may have differing views on what is considered appropriate behavior, we have provided some basic guidelines. Although each family sets standards of its own, we need unified standards for parents and children when we are together as a group. Remember, we are not only ambassadors for homeschooling wherever we go, but we are ambassadors for Christ, above all else.

First and foremost, each family is responsible for their children. After that, we are all responsible to one another, and with this responsibility comes respect and common courtesy. Above all, we are to be obedient to Jesus Christ, who commands us to “Love the Lord your God with all your heart, all your mind, all your soul, and all your strength, and love your neighbor as yourself.”

Outlined below are guidelines for Enrichment Classes. ***Please read the following information carefully and understand that by submitting the “Enrichment Class Registration Form, you agree to these guidelines and agree to uphold them. We ask that parents and students review these guidelines together.***

Conduct

We believe that as homeschooling parents, we are all working to instill in our children Christ-like behavior, a positive attitude, and a respect for authority. Conduct that is deemed inappropriate by teachers, parents, or church staff will not be tolerated.

Continued offenses by a student will result in the parent being required to attend class with the student. If inappropriate conduct does not stop, the student will not be allowed to continue in BHEA classes. (Tuition and other fees will not be refunded.)

Again, the responsibility for instructing children in proper behavior rests on each parent; however, there may be times when other parents or teachers may need to verbally discipline (not corporally punish) a child if the parent is not available or if the parent is not responding.

Disciplinary Procedures

1. The child will be given verbal correction by the parent and/or adult in authority. The child is expected to respond quickly and respectfully to verbal correction. If parents are unaware of, or are ignoring problem behavior, another parent or adult will address the misbehavior.
2. If the misbehavior continues after the verbal correction, the parent will be expected to discipline the child. The child may return to class with the teacher’s permission.
3. If a child continues to misbehave, he will be required to leave. The BHEA Board of Directors will review class privileges for those who are repeatedly asked to leave. Refunds will not be provided.

BHEA reserves the right to adjust this policy in extreme cases.

Examples of Behavior Warranting Verbal Discipline

- Students being in “off limits” areas of the building and grounds.
- Disrespectful language and attitudes directed toward teachers, parents, or church staff.
- Loud voices and aggressive language and behavior, including cursing and inappropriate conversation, name calling, hitting, biting, spitting, etc.
- Running in the hallway is NOT permitted. If a child continues running in the hallways, his parent will be asked to escort him from class to class.
- Dress code violations. Please refer to the BHEA Handbook for the standard dress code.
- Unwillingness to participate and cooperate with the teacher.
- Damaging the church facility.
- The use of skateboards, rollerblades, bikes, and scooters and playing wall ball in the parking lot or on the church grounds is prohibited.
- Plagiarism and cheating.
- Littering.

Service Hour Policies

We ask that all parents be aware of what needs to be done during enrichment classes. We have an obligation to each other to shoulder the load to make enrichment classes happen. You aren't just a parent bringing your child to their home-school classes; you are a member of the body providing the environment for our kids to learn together.

Each family is required to serve each semester.

The BHEA Enrichment Program is successful primarily due to the families who provide their time and talents to help the program run smoothly. While some contribute their gifts of teaching, many are needed to make valuable contributions in other areas. To this end, we ask that everyone sign up for one or two service positions. The number of service positions required depends upon your family's total number of classes. If your family's total number of classes is four or less, you will sign up for one service position. If your family's total number of classes is five or more, you will sign up for two service positions. Service positions are typically scheduled for the length of one class period, must be completed weekly (while your child is in class), and will last for 10 or 15 weeks depending on your family's class schedule. Each family will sign up for service during the enrollment process. Older teens may fulfill the family's service requirement in specified positions. Teachers and families with an infant under one year old are exempt from the service requirement. Your children may not participate in classes if you do not fulfill your family service requirement.

Failing to follow through with service positions creates hardships on everyone. No-shows will be determined by a failure to sign-in for a position when a valid attempt has not been made to arrange coverage or when an enrichment team member has not been notified. Suggestions on how to arrange coverage and enrichment contact information will be provided at the beginning of each semester. We are

aware that emergencies arise warranting last-minute cancellations. However, excessive absences may negatively impact your family's participation in the enrichment program. Families who do not fulfill their service obligation may be required to meet with the BHEA Board of Directors before continuing with classes.

Our hope is that everyone will be willing to help one another beyond the required service. If you see a need, please do what you can to ensure it is filled.

Service Positions

Teaching: BHEA members are eligible to teach after one year of membership in good standing (i.e., BHEA fees paid, service requirements fulfilled, etc.). Due to space and time limitations, all class proposals submitted are not guaranteed. If your class is not selected, you must choose another service position.

Hallway and Roaming Monitor: Monitors ensure that all members are using our host church in a respectful way. They will supervise activity in the halls and stairways, helping students navigate to and from classes and watching for conduct violations.

Welcome Table: Those serving at the welcome table will greet visitors and members and provide information and assistance as needed.

Set Up and Clean Up: A few volunteers are needed immediately before and following the lunch hour and at day's beginning and end for set up and clean up. This will be light cleaning such as washing tables, taking out the trash, light sweeping, and possibly putting up and taking down a few tables or chairs, etc.

Facility Use

We are so thankful to our host church for their hospitality. Please remember that we are guests in this building. Teach your children proper respect for the facility.

- Children should not climb on furniture, slide down the railings, congregate in the stairwells, jump over fences, or climb onto the roof.
- Children are not allowed on the balcony or in the baptistry.
- When the sanctuary is not in use for classes, it may be used as a quiet study room for parents or teens. No food is allowed in the sanctuary. Please remember this is a church sanctuary and should be respected as such.
- Do take time to greet church staff and thank them if you see them in the hallways!
- Please do not ask to use the copy machine in the church office. Teachers should make copies before classes, and parents can make them later.
- Do not call the church office for BHEA matters! If you need to contact someone at enrichment classes, please email, call, or text an Enrichment Team member on their cell phone.

- The kitchens may be used. Please do not enter if there is a class in session. You, as the parent, are responsible to clean up any mess, and wash, dry, and replace any dishes or utensils you or your children borrow. Families should bring their own paper products.
- Please do not eat food in any of the carpeted rooms or areas of the church.
- No signs should be hung on the walls. Please use an approved bulletin board. The locations of these are available at the welcome table.
- Smoking is not allowed on the premises.
- Incidents of misconduct or other behavior deemed disrespectful to the church in which we are guests, may result in a loss of certain privileges. Parents, please make sure your children are properly supervised. Consequences for violations will be enforced.

Outside Use

- Children under 11 years of age should not be outside without an adult.
- No one should enter the cemetery or the neighbor's yard, except to quickly retrieve a lost ball.
- The church has a playset for children 11 years old and younger. Children are not allowed to climb on the roof of the structure.
- The church has a pit ball court and a basketball goal in the back of the parking lot. Please provide adult supervision for children less than 11 years of age
- Classes are welcome to meet outside.
- Please walk with your children in the parking lot since they have a tendency to run in the parking lot without looking. Please watch carefully when you are driving, as sometimes children dart out very suddenly in spite of their parents' warning.

Drop-off Policy

- Children under 16 may **not** be dropped off nor may they be left in the care of older siblings.
- In case of emergency, another adult may be your child's temporary guardian. You must fill out the parent responsibility form located at the welcome table.
- If your child is over 16 and is dropped off, it is your responsibility to set rules about whether or not they are allowed to leave the building at lunch or between classes – either by themselves or with other students. No other adult will stop them from leaving.

Lunch Policy

- You may bring your lunch to enrichment classes. We do not provide lunch. It is a great time to socialize and make new friends

- Lunch is 11:20-12:00 on Mondays and 12:20-1:00 on Wednesdays, but you are welcome to eat at anytime.
- Children must be supervised by their parents during the lunch period.
- During warm weather we encourage you to bring your chairs or a blanket and have picnic outside during lunch time.
- When you and your children are finished eating, please pick up your trash and put it in the trash cans outside of the kitchen and clean up any mess that has been made.

Nursery

- Nursery care for young children is available at every hour to those who are teaching or assistant teaching. Assistant teachers may use the nursery for a maximum of one class period.
- The nursery will not be available to watch your child while you fulfill your service hour. Please choose a position that will enable you to keep your child with you.
- If you have a very young child (under 4) and you need a place to hang out, please feel free to come and stay with your child in the nursery. This is a great place for moms to get to know one another. A tremendous amount of homeschooling can happen in the nursery while you watch the children and talk to other moms!

What Does Your Enrichment Program Fee Cover?

- Facility rental
- Enrichment website license fees
- Extra paper products (paper towels, toilet paper) and trash bags
- Welcome table supplies (nametags, envelopes, paper, pens, copy supplies)
- Electronics (projectors, DVD players)
- Replacement of well used items (chairs, tables, kitchen towels, white boards)
- White board markers and chalk

We trust that each family will abide by the guidelines.

2016-2017 BHEA Enrichment Class Program

Parent/Student Responsibility Agreement

The BHEA Enrichment Class Program is a cooperative effort among BHEA families. This form is a summary of the above guidelines to help our program run smoothly and safely. Please read this form with your children. Thank you!

I understand BHEA is a volunteer organization and that there are no paid positions.

As members of a volunteer organization, we each have an obligation to help when it is needed and to serve with a glad heart.

BHEA is Christian based; however, teachers are not required to sign a statement of faith. I understand that it is my responsibility to read each teacher's class description and bio and to make decisions appropriate for my own family.

I have read all BHEA conduct guidelines with my child(ren), including the dress code policy from the BHEA handbook. I understand that I am responsible for helping my child to behave respectfully and courteously.

I realize that I must be financially responsible for any damages caused by deliberate acts of negligence by my child to the building or its equipment.

I understand that I must sign up for the required number of service positions. This number is determined by the total number of classes that my children are taking.

I understand that as a parent, I should help ALL children be courteous and respectful in the building.

I understand that children under age 16 may not be dropped off unless I have an emergency. In case of emergency, I will find an adult to be my child's temporary guardian and will fill out the proper paperwork at the welcome table.

If I have children ages 16 or older, I understand that it is my responsibility to set rules with my children about whether or not they are allowed to leave the building at lunch or between classes – either by themselves or with other students.

*** By completing and submitting the "Enrichment Class Registration" form, you are agreeing to the ALL of the above Enrichment Class guidelines.**

By-Laws for Blount Home Education Association, Inc.

ARTICLE I. IDENTIFICATION

Section 1.01. NAME

This non-profit, non-stock Membership Corporation is known as Blount Home Education Association Inc. ("BHEA").

Section 1.02. RELIGIOUS ORIENTATION

ALL officers, programs, meetings and facility use of BHEA shall be governed by Christian principles as set forth in the Bible and as defined by the Ten Commandments.

ARTICLE II. PURPOSE

Section 2.01. PURPOSE

BHEA is a regional member supported organization dedicated to providing support, information and encouragement to homeschooling families. We seek to provide programs and activities that enrich the educational standards established by the family.

We propose that all our efforts be consistent with the following principles:

We place a strong emphasis on spiritual maturity and development of Christian character along with the other educational disciplines.

We seek to plan programs, classes and other activities for our children that support a Christ-centered education with a Biblical world and life view.

BHEA is open to all families who choose to homeschool. All members are expected to respect and abide by the BHEA conduct and dress codes. BHEA does maintain the right to refuse, suspend, or rescind membership.

BHEA shall actively encourage public expressions of Christian faith such as prayer, personal testimonies, or Biblical teaching. BHEA shall not encourage public expressions of other religions.

ARTICLE III. MEMBERSHIP

Section 3.01. MEMBERS

BHEA is open to all families who choose to homeschool. All members are expected to respect and abide by the BHEA conduct and dress codes. BHEA does maintain the right to refuse, suspend, or rescind membership.

Membership shall consist of any homeschooling family with children preschool through high school age who are legally registered as required by TN law. Alumni of BHEA may also be members, as can the parents of graduated BHEA homeschooled children. Members are expected to respect and abide by the BHEA behavior policy and dress code at all BHEA functions. While we strive to follow the purpose and mission of BHEA in all we do, it must ultimately be the responsibility of the parents to make individual choices concerning which teachers/leaders, classes, and/or activities are best for their family.

Section 3.02. DUES

Membership dues for BHEA are and shall be determined by the Board of Directors and shall be payable at the time of registration. A Membership Card & Handbook shall be given as acknowledgement of payment.

Section 3.03. MEMBERSHIP BENEFITS

BHEA members may have access to BHEA-sponsored and/or associated activities. BHEA members shall have access to the e-alert system and other electronic media, and any other special publications. BHEA members may enjoy reduced fees for most of the BHEA-sponsored activities. BHEA members shall have the responsibility to participate in semi-annual business meetings and may request copies of all meeting summaries, budget, and

financial reports. It may be possible for BHEA members to attend BHEA Administrative Council meetings; however, their ability to participate shall be determined by the Administrative Coordinator on a case-by-case basis. Membership dues are annual, with the fee being determined on a year-to-year basis. Membership dues are on a per family basis. Membership runs from June 1st thru June 30 of the next year, regardless of when you join. Dues pay for the handbook and other printed materials that we use throughout the year; insurance; building fees and donations; meetings and other activities; expenses related to Kick-off, Homeschooling 101, seminars, and other BHEA functions; information for new members and those interested in homeschooling; and other miscellaneous supplies for BHEA functions.

Section 3.04. MEMBERSHIP RECORDS

Membership records shall be kept for the sole purpose of matters related to this organization. No records shall be sold, published or distributed outside the organization, and the Board of Directors shall have access to these records at all times.

ARTICLE IV. MEETINGS

Section 4.01. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called at any time and for any purpose.

Section 4.02. ANNUAL MEETINGS

A kick-off and a year-end meeting. An annual budget and financial report will be available at these meetings as well.

Section 4.03. NOTICE OF MEETINGS

The date, hour, location and major purpose of defined meetings of the organization shall be announced in writing (in e-alert) to Members.

Section 4.04. QUORUM / VOTING

At all meetings of the Board, the presence of (2/3) of the entire board shall be necessary and sufficient to constitute a quorum for the transaction of business, except as otherwise provided by law, by Articles of Incorporation, or by these by-laws. All motions before the Board are approved by consensus vote.

Section 4.05. CONDUCT OF MEETINGS

The President, and in his or her absence, the Vice-President, and in his or her absence, any Director chosen by the Directors present, shall call meetings of the Board of Directors to order and shall act as their chair of the meeting. The Secretary of the Corporation shall act as Secretary of all meetings of the Board of Directors, but in the absence of the Secretary, the presiding officer may appoint any assistant Secretary or any Director or other person present to act as Secretary of the meeting.

Section 4.06. VACANCIES

A vacancy in any principal office because of death, resignation, removal, disqualification, or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term.

ARTICLE V. BOARD OF DIRECTORS

Section 5.01. GENERAL POWERS AND NUMBERS.

The affairs of the Organization shall be governed by the Board of Directors, which consists of seven (7) or more members. The BHEA Board of Directors may be chosen to represent, but not limited to the following members: Chairperson, Vice Chairperson, Secretary, Treasurer, Enrichment Class Coordinator, Membership Coordinator, Ministry Coordinator, Teen Activities Coordinator, Large Events Coordinator, and Activities Coordinator.

Section 5.02. QUALIFICATIONS

All Directors except for the initial Board of Directors shall be appointed by the Board of Directors. Each Director elected to the Board shall hold office for a term of office not to exceed two consecutive three year terms and until his or her successor shall have been elected, or until his or her prior death, resignation, or removal. The Directors by resolution may stagger the terms of elected Directors. A Director may be removed from office by affirmative vote of the majority of Directors at a special meeting called for said purpose. A Director may resign at any time by filing his or her written resignation with the Secretary of the corporation.

Officers and Directors, shall be individuals striving to live Christ-centered lives focusing on a Biblical world-view and whose reputation of personal conduct is consistent with Biblical standards. They must also be currently homeschooling or be the parent of a graduated homeschooler. While we feel it is important that BHEA leaders share similar Christian beliefs, BHEA will not have any type of written or verbal statement of faith to which all potential leaders must agree. The standard for a prospective member's Christianity shall be by his/her personal profession of faith. A minimum of three (3) years of membership in BHEA is a prerequisite for service on the Board.

Section 5.03. COMPENSATION

The members of the Board shall serve without compensation.

ARTICLE VI. OFFICERS

Section 6.01. NUMBER

The principal officers of the corporation shall be President, Vice President, Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors. No person shall serve in more than one office at any time, except that one person may serve as Secretary-Treasurer.

Section 6.02. PRESIDENT

The president shall be the principal Executive Officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all business affairs of the corporation. He or she shall, when present, preside at all meetings of the Board of Directors. He or she shall have authority to sign, execute and acknowledge, on behalf of the corporation, all contracts, reports and all other documents or instruments necessary or proper to be executed in the course of the corporation's regular business, as authorized by resolution of the Board of Directors. The president may authorize the Vice President or other officer or agent of the corporation to sign, execute, and/or acknowledge such documents or instruments in his or her place and stead. In general he or she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 6.03. VICE-PRESIDENT

In the absence of the President or in the event of his or her death, inability or refusal to act, or in the event for any reason it shall be impracticable for the President to act personally, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties and have such authority as from time to time may be delegated or assigned to him or her by the President or by the Board of Directors. The execution of and instrument of the corporation by the Vice-President shall be conclusive evidence, as to third parties, of his or her authority to act in the stead of the President.

Section 6.04. SECRETARY

The Secretary shall keep all the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-laws or as required by law; be custodian of the corporation records; in general perform all duties incident

to the office of Secretary and have such duties and exercise such authority as from time to time may be delegated or assigned to him or her by the President or by the Board of Directors.

Section 6.05. TREASURER

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever; and deposit all such moneys in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors and in general perform all of the duties incident to the office of Treasurer and have such other duties and exercise such other authority as from time to time may be delegated or assigned to him or her by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give bond for the faithful discharge of his duties in such sum and with such sureties as the Board of Directors shall determine.

ARTICLE VII. CONTRACT, LOANS, CHECKS AND DEPOSITS; SPECIAL ACTS

Section 7.01. CONTRACTS.

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the corporation, and such authorization may be general or confined to special instances. In absence of other designation, all deeds, mortgages, and instruments of assignment or pledge made by the corporation shall be executed in the name of the corporation by the President or the Vice President, and by the Secretary or the Treasurer.

Section 7.02. LOANS.

No indebtedness for borrowed money shall be contracted on behalf of the corporation and no evidences of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors. Such authorization may be general or confined to special instances.

Section 7.03. CHECKS, DRAFTS, ETC.

All checks, drafts, or money orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agents or agents of the corporation and in such manner as shall from time to time be determined by or under the authority of a resolution of the Board of Directors.

Section 7.04. DEPOSITS.

All funds of the corporation not otherwise employed shall be deposited in a timely manor to the credit of the corporation in such banks, trust companies, or other depositories as may be selected, and shall be drawn from such accounts only by check or other order of payment of money signed by such persons, and in such manner, by or under the authority of a resolution of the Board of Directors.

ARTICLE VIII. FISCAL YEAR

The corporation's fiscal year shall be from January 1 through December 31.

ARTICLE IX. AMENDMENTS

The Board of Directors may from time to time by vote of the Board, adopt, amend, or repeal any and all of the By-laws of this corporation.

The forgoing By-laws constitute the By-laws of Blount Home Education Association Inc. (BHEA) as adopted by resolution at a meeting of the original Board of Directors held on February 21, 2013 in Blount County, Tennessee.