

# Helping Others Prioritize Education in the Sandhills By-Laws

## **ARTICLE I - NAME AND PURPOSE**

**Section 1 - Name:** The name of the Organization shall be Helping Others Prioritize Education in the Sandhills (herein referred to as HOPE). It is created in Moore County, North Carolina

**Section 2 - Purpose:** HOPE is a **501(c)7** nonprofit social group formed to promote learning opportunities, foster healthy relationships between members of the local homeschool community, provide encouragement, information, and support to those families.

**Section 3 - Mission:** HOPE is a member-governed, secular community of homeschooling families in the Moore County, North Carolina and surrounding area. We encourage and respectfully support a membership that is diverse in homeschool style, race, religion, life philosophy, political views, and family composition and situation. We endeavor to provide a safe, welcoming environment for varied student activities, both group-wide and age-specific; from toddlers to teens and for all levels of abilities and ranges of needs. We provide a network of support for the entire homeschool family by offering some activities only for parents, as well as events that include all family members.

## **ARTICLE II - MEMBERSHIP**

**Section 1 - Eligibility for Membership:** Application for participating and voting Membership shall be open to any homeschooling family in Moore County and surrounding areas that supports the purpose and mission statements found in Article I, Sections 2 and 3. Membership is granted after the receipt of the following completed items:

- Membership Application
- Code of Conduct
- Release of Liability
- Dues

If eligibility requirements are not clearly met, Membership may be granted by a majority vote of the Board. The board may deny membership to any applicant by a majority vote if they feel an applicant would compromise the mission, purpose or cohesion of HOPE.

**Section 2 - Member definition:** Each homeschooled child, that child's siblings, and all of that child's parents and guardians who have met the eligibility requirements listed in Article II, Section 1 shall be members of HOPE and may participate in HOPE activities.

**Section 3 - Membership definition:** Each family, defined as a homeschooled child and that child's siblings (if any) and all of their parents and guardians, will be granted a single Membership upon completion of the eligibility requirements listed in Article II, Section 1.

**Section 4 - Dues:** The amount required for dues each period shall remain fixed, unless changed by a majority vote of the members at a Member Meeting. Each Membership shall pay the same dues amount, regardless of family size. Dues are non-refundable and must be paid in full by the announced due date.

**Section 5 - Continuing Membership:** Members must continue to meet eligibility requirements, as describe in Article II Section 1, at all times to retain member status. In addition, Members are also expected to:

1. Operate their homeschool in compliance of North Carolina homeschool law
2. Adhere to the by-laws of HOPE
3. Participate in at least one HOPE event per quarter AND volunteer to lead or assist with at least one group event, activity, or field trip per school year.

**Section 6 - Rights of members:** Each Membership shall be entitled to a single vote in any matter to be voted on by the group. The following actions shall require the approval of the Membership at a meeting:

1. Amendment of the by-laws of HOPE
2. Change of the amount of dues required for Membership
3. Election of Advisors from nominated candidates to succeed those whose terms are next to expire or to fill any seat during a current term for which no Advisor has yet been elected by the Membership
4. The dissolution of HOPE

**Section 7 - Resignation and termination:** Any member may resign by filing a written resignation with the Secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A Membership can be terminated for cause by a majority vote of the Board.

**Section 8 - Non-voting Membership:** The Board shall have the authority to establish and define non-voting categories of Membership.

### **ARTICLE III - MEMBER MEETINGS**

**Section 1 - Meetings:** Meetings shall be planned by the Board, or their designees, in timing and content, and held twice per school year unless otherwise specified in writing. Other meetings may be held as needed and determined by the Board of Advisors.

**Section 2 - Meeting notice:** Member Meeting notice shall be sent not less than 2 weeks prior to a Member Meeting. The notice will be posted to the HOPE member page on the website and/or included in the newsletter.

**Section 3 - Meeting attendance:** All adult members of HOPE may attend Member Meetings.

**Section 4 - Quorum:** The members present at any properly announced meeting shall constitute a quorum.

**Section 5 - Nomination procedures:** The Nomination Committee shall consist of the Board. The Board will seek and receive nominations for appointees who are willing to serve in place of retiring Advisors. The Board will review the nominations and present them to the general Membership for election at least two weeks prior to the vote. The vote will take place by the last general meeting of the fiscal year.

**Section 6 - Voting:** The Nomination Committee will serve as the Confirmation Committee, which is responsible for counting and certifying votes and announcing the results. The confirmation process will be a simple majority vote of members present, where each Membership is assigned one vote. No mailed-in or absentee voting will be counted.

**Section 7 - Effective date:** Regularly-elected Advisors will take office on August 1 of the year they are elected. All other elections, amendments, and votes will take effect immediately unless otherwise specified at the time of the vote.

## ARTICLE IV - BOARD OF ADVISORS

**Section 1 - Board role and size:** The Board of Advisors (herein referred to as the Board) is responsible for directing the overall policy and direction of HOPE and delegating responsibility of day-to-day operations to members and teams. The Board shall have 5 members, herein referred to as Advisors.

**Section 2 - Board responsibilities:** It shall be the responsibility of the Board to:

1. Take actions necessary to advance the mission of HOPE.
2. Perform any and all duties imposed on them by state or federal law, by these by-laws, and by other HOPE documents.
3. Form committees and approve committee leaders and volunteers as necessary within the framework of the by-laws.
4. Meet at such times and places as required by these by-laws.
5. Annually approve a budget.
6. Set the times and places of Member Meetings in compliance with these by-laws.
7. Notify members of Member Meetings in compliance with these by-laws.
8. Notify members of renewal dates and dues.
9. Create a slate of Board candidates based on member nominations in compliance with these by-laws.

**Section 3 - Board compensation:** The Board receives no compensation.

**Section 4 - Non-liability of Advisors:** The Advisors shall not be personally liable for the debts, liabilities, or other obligations of HOPE.

**Section 5 - Advisor qualifications:** Each Advisor shall have been an actively participating member of HOPE for one full year prior to nomination. Exceptions to the tenure qualification may be made by a majority vote of the Board.

**Section 6 - Terms:** All Advisors shall serve two-year terms, but are eligible for re-election for up to five consecutive terms. Each Advisor term will end on July 31st in the second year after its commencement.

**Section 7 - Board Meetings:** The Board shall meet at least quarterly at an agreed upon time and place. Special meetings of the Board may be called by any Advisor via written request to the

Secretary, provided appropriate notice is given. The Advisors may participate in a Board Meeting by means of telephone conference, computer conference, or similar communications equipment as long as each Advisor participating in the meeting can communicate with all other Advisors participating in the meeting. Except in special cases of privacy concerns or other special circumstances best dealt with in a closed meeting, all adult members may attend Board Meetings, if desired, and may voice their comments at the appropriate time as indicated on the meeting's agenda.

**Section 8 - Board Meeting notice:** The meeting schedule shall be published to the Membership via post to the appropriate online group at least one week prior to any regular or special Board Meeting.

**Section 9 - Quorum:** A Board Meeting must be attended by at least three Advisors for business transactions to take place and motions to pass.

**Section 10 - Board Decisions:** All board actions and decisions shall be made by a majority vote of the board unless otherwise specified.

**Section 11 - Advisors and responsibilities:** There shall be five Advisors, consisting of an Executive Advisor, Secretary, Treasurer, Membership Advisor, and an Activities Advisor. Their responsibilities are as follows:

**All Advisors shall**

1. Be familiar with these by-laws and see that they are followed, enforced, or amended.
2. Attend regularly scheduled Board Meetings.
3. Respond to inquiries regarding HOPE's agenda and positions.
4. Assume responsibilities created by vacancies on the Board until the positions are filled.
5. Keep a notebook that includes all information concerning their position and pass it on to the next Advisor.
6. Oversee committees as outlined in Article V, Section 1 and delegate responsibilities as necessary.
7. Act as administrator/moderator on organizational sites, including the website and social media.

**The Executive Advisor shall**

1. Preside at Board and Member meetings.
2. Set goals and objectives with the Board and ensure that programs and services are in keeping with the organization's long-term goals.
3. Ensure sound financial practices are observed and follow state/federal requirements for a non-profit organization.
4. Develop Outreach/Publicity/Open House events and publications to attract new members. Maintain relationships within the community that promote positive homeschool connections.

**The Secretary shall**

1. Create the agenda for Board Meetings and Member meetings. The agenda shall include opportunities to discuss old business, introduce new business, and a review of the previous meeting's minutes
2. Send out meeting announcements as described in Article IV, Section 8 and Article III, Section 2.
3. Distribute copies of minutes and the agenda to each Advisor.
4. Be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings.
5. Ensure that all organizational records and forms are updated and maintained, including but not limited to, information at HSLDA and state homeschool organizations, these by-laws,

archive folders, etc.

**The Treasurer shall**

1. Monitor all HOPE banking and payment processing accounts and disburse funds under the direction of the Board in accordance with the budget.
2. Make a financial report showing income, expenditures, pending income, and anticipated expenditures at each regular Board meeting.
3. Prepare the annual budget and approve non-budgeted expenditures.
4. Keep accurate records of all incoming and outgoing money and generate invoices for events, field trips, and fees due.
5. Observe a fiscal year of August 1 through July 31 and submit the required 990 form to the IRS by December 1<sup>st</sup>. Submit form and financial report to the Secretary of State as required for NC tax exempt status.
6. Obtain liability insurance for each school year and maintain/update liability waivers.

**The Membership Advisor shall**

1. Help the Executive Advisor develop Outreach/Publicity/Open House events and publications to attract new members.
2. Maintain and update membership documents including the membership application and co-op registration form.
3. Process new applications and respond to membership requests on social media or the website.

**The Activities Advisor s shall**

1. Maintain a master activities calendar and coordinate with event hosts to set up group trips, activities, and events.
2. Ensure event planners have a support system, planning guides and/or templates.
3. Maintain and update activity guidelines.

**Section 12 - Vacancies:** When a vacancy on the Board exists mid-term, the Secretary shall receive nominations for candidates from current Advisors two weeks in advance of a Board Meeting. These nominations shall be sent out to Advisors with the regular Board Meeting announcement, to be voted upon at the next Board Meeting. The vacancy will be filled only through the next Member Meeting, at which time the position will be filled by a member vote as described in Article III.

**Section 13 - Resignation, termination, and absences:** Resignation from the Board must be in writing and received by the Secretary. An Advisor shall be terminated from the Board due to a failure to renew HOPE Membership or due to excessive absences, meaning more than two unexcused absences from Board Meetings in a year. An Advisor may be removed for cause by unanimous vote of the remaining advisors.

**ARTICLE V – COMMITTEES**

**Section 1 - Volunteer committees and positions:** The Board may create committees as needed for functions such as fundraising, or public relations /community service, and for programming such as special events/field trips, co-op classes, and clubs. Committee leaders are volunteers approved by the Board.

**ARTICLE VI - PROHIBITIONS**

**Section 1 - Earnings:** No part of the net earnings of the organization 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 2 - Political Activities:** No substantial part of the activities of the organization 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 or in opposition to any candidate for public office.

## **ARTICLE VII - DISSOLUTION**

**Section 1 - Dissolution procedure:** Any action to dissolve HOPE must be approved by two-thirds (2/3) of Memberships present at a Member Meeting called to specifically consider such action, for which written notice has been issued to all members.

**Section 2 - Distribution of property:** Upon the dissolution of HOPE, assets 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. Distribution will be determined by the members by a majority vote at the Member Meeting.

## **ARTICLE VIII - AMENDMENTS**

**Section 1 - Amendments:** These By-Laws may be amended by a two-thirds majority of the Memberships present at a properly announced Member Meeting. Amendments are created by the Board and submitted to the membership for a vote. Members may submit a proposed amendment to the Board at any time in accordance with the Member-Submitted Amendment Procedure. This published Procedure will be maintained by the Board and must include reasonable time constraints and an appeals process.

## **CERTIFICATION**

These by-laws were approved at the first meeting of the HOPE Board of Advisors by a majority vote on May 31, 2018. The effective date of these by-laws shall be May 31, 2018. Amended on March 29, 2019. Amended on May 21, 2022. Amended on June 2, 2023.

## Amendments to Bylaws

**29 March 2019 – unanimous vote at member meeting to make the following changes:**

**1. Removed (strike through) and added (in red) wording in Article 4, Section 11**

**Advisors and responsibilities:** There shall be five Advisors, consisting of Secretary, Treasurer, and three Activities Advisors ~~—one each to oversee Pre-K, Elementary and High School activities.~~ Their responsibilities are as follows:

**The Activities Advisors shall**

1. **Maintain a master activities calendar and** Coordinate with event hosts to set up group trips.
2. **Share information related to homeschooling the specific age range (Pre-K, Elementary, High School) in which they are assigned.**
3. **Lead special teams when as necessary, including Membership, Co-Op planning, fundraising, special events, etc.**

**21 May 2022 – unanimous vote at member meeting to make the following changes:**

**1. Removed (strike through) and added (in red) wording in ARTICLE I , Section 2**

HOPE is a **501(c)7** nonprofit organization **social group** formed to promote learning opportunities, foster healthy relationships between members of the local homeschool community, provide encouragement, information, and support to those families.

**2. Removed (strike through) wording in ARTICLE II , Section 1**

Application for participating and voting Membership shall be open to any homeschooling family in Moore County and surrounding areas that supports the purpose and mission statements found in Article I, Sections 2 and 3. Membership is granted after the receipt of the following completed items:

- Membership Application
- Code of Conduct
- Release of Liability
- Dues
- Acceptance of invitation to HOPE's Facebook group

**3. Removed (strike through) and added (in red) wording in ARTICLE III , Section 2**

Member Meeting notice shall be sent not less than 2 weeks prior to a Member Meeting. The notice will be posted to the HOPE Facebook page **member page on the website and/or included in the newsletter.**

#### 4. Removed (strike through) and added (in red) wording in ARTICLE IV , Section 11

The **Treasurer** shall

1. Monitor the **all** HOPE Paypal **banking and payment processing** accounts and disburse funds under the direction of the Board in accordance with the budget.
2. Make a financial report showing income, expenditures, pending income, and anticipated expenditures at each regular Board Meeting.
3. Prepare the annual budget and approve non-budgeted expenditures.
4. Keep accurate records of all incoming and outgoing money.
5. Observe a fiscal year of August 1 through July 31 **and submit the required 990 form to the IRS by December 1<sup>st</sup>.**

**21 May 2022 – 86% majority vote at member meeting to make the following changes:**

#### 5. Removed (strike through) and added (in red) wording in ARTICLE II , Section 5

Members must continue to meet eligibility requirements **as describe in Article II Section 1** at all times to retain member status. In addition, Members are also expected to:

1. Operate their homeschool in compliance of North Carolina homeschool law
2. Adhere to the by-laws of HOPE
3. Participate in at least one HOPE event ~~in a school year~~ **per quarter AND volunteer to lead or assist with at least one group event, activity, or field trip per school year.**

**2 June 2023 – unanimous vote at member meeting to make the following changes:**

#### 1. Removed (strike-through) and added (in red) wording in Article IV, Section 2

**Section 2 - Board responsibilities:** It shall be the responsibility of the Board to:

1. Take actions necessary to advance the mission of HOPE.
2. Perform any and all duties imposed on them by state or federal law, by these by-laws, and by other HOPE documents.
3. Form ~~teams~~ **committees** and approve ~~team~~ **committee** leaders and volunteers as necessary within the framework of the by-laws.
4. Meet at such times and places as required by these by-laws.
5. Annually approve a budget.
6. Set the times and places of Member Meetings in compliance with these by-laws.
7. Notify members of Member Meetings in compliance with these by-laws.
8. Notify members of renewal dates and dues.
9. Create a slate of **Board** candidates based on member nominations in compliance with these by-laws.

#### 2. Removed (strike-through) and added (in red) wording in Article IV, Section 11



**Section 11 - Advisors and responsibilities:** There shall be five Advisors, consisting of **an Executive Advisor**, Secretary, Treasurer, **Membership Advisor** and three **an Activities Advisor-s** . Their responsibilities are as follows:

All **Advisors** shall

1. Be familiar with these by-laws and see that they are followed, enforced, or amended.
2. Attend regularly scheduled Board Meetings.
3. Respond to inquiries regarding HOPE's agenda and positions.
4. Assume responsibilities created by vacancies on the Board until the positions are filled.
5. Keep a notebook that includes all information concerning their position and pass it on to the next Advisor.
6. **Oversee committees as outlined in Article V, Section 1 and d** Delegate responsibilities as necessary.
7. **Act as administrator/moderator on organizational sites, including the website and social media.**

**The Executive Advisor shall**

1. **Preside at Board and Member meetings.**
2. **Set goals and objectives with the Board and ensure that programs and services are in keeping with the organization's long-term goals.**
3. **Ensure sound financial practices are observed and follow state/federal requirements for a non-profit organization.**
4. **Develop Outreach/Publicity/Open House events and publications to attract new members. Maintain relationships within the community that promote positive homeschool connections.**

The **Secretary** shall

1. Create the agenda for Board Meetings and Member **M-m** eetings. The agenda shall include opportunities to discuss old business, introduce new business, and a review of the previous meeting's minutes
2. Send out meeting announcements as described in Article IV, Section 8 and Article III, Section 2.
3. Distribute copies of minutes and the agenda to each Advisor.
4. Be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board **M-m** eetings.
5. Assure **Ensure** that any necessary **all organizational records and forms** are **updated and maintained, including, but not limited to, information at HSLDA and state homeschool organizations, these by-laws, archive folders, etc.**

The **Treasurer** shall

1. Monitor all HOPE banking and payment processing accounts and disburse funds under the direction of the Board in accordance with the budget.
2. Make a financial report showing income, expenditures, pending income, and anticipated expenditures at each regular Board **M m** eeting.
3. Prepare the annual budget and approve non-budgeted expenditures.
4. Keep accurate records of all incoming and outgoing money **and generate invoices for events, field trips, and fees due** .
5. Observe a fiscal year of August 1 through July 31 and submit the required 990 form to the IRS by December 1<sup>st</sup> . **Submit form and financial report to the Secretary of State as required for NC tax exempt status.**
6. **Obtain liability insurance for each school year and maintain/update liability waivers.**

**The Membership Advisor shall**

1. **Help the Executive Advisor develop Outreach/Publicity/Open House events and publications to attract new members.**
2. **Maintain and update membership documents including the membership application and co-op**

registration form.

3. Process new applications and respond to membership requests on social media or the website.

The *Activities Advisor s* shall

1. Maintain a master activities calendar and coordinate with event hosts to set up group trips, **activities, and events** .
2. Share information related to homeschooling. **Ensure event planners have a support system, planning guides and/or templates.**
3. Lead special teams as necessary, including Membership, Co-Op planning, fundraising, special events, etc. **Maintain and update activity guidelines.**

3. Removed (strike-through) and added (in red) wording in Article V, Section 1

**ARTICLE V – TEAMS COMMITTEES**

**Section 1 - Volunteer ~~teams~~ **committees** and positions:** The Board may create teams **committees** as needed for functions such as fundraising, special events, **or** public relations **/community service, etc. and for programming such as special events/field trips, co-op classes, and clubs.** Team **Committee** leaders are volunteers approved by the Board. Volunteers shall have been active members of HOPE for at least 6 months unless an **exception is made by the Board.**