

Smoky Valley Home Educators, Inc.
Specially called business meeting
April 25, 2016

Call to Order: Vice President Jesse Smith provided notice on March 28, 2016 via email to the membership for a specially called business meeting to occur during our normally scheduled monthly fellowship program time on April 25, 2016 at Salina Bible Church in Salina, Kansas at 7pm to vote on proposed amendments of bylaws submitted by the bylaw review committee (Jaleah Morgan, Nikole Bird, Arlen Redden, Fred Schweer, and Jesse Smith).

Members in Attendance: Mark & Karla Hoover, Melissa Miller, Andrea Stringer, Debbie Sexton, Nikole Bird, Arlen & Hayley Redden, Fred Schweer, Karen Hay, Dawn Kurtz, Heather Son, Velda Creer, Jaleah Morgan, Jesse & Kimmi Smith

Reports of officers and committees: The bylaw review committee presented their recommendations for proposed amendments to our bylaws explaining the thought process behind each change with discussion following each article.

New Business:

After discussion, Jesse Smith brought each Article with proposed changes up for vote.

1. Motion was made by Heather Son, and the motion was seconded to change the wording from the original text to the recommended changes by the bylaw review committee to Article III.

Article III – Type of Organization

Original - SVHE shall not have any capital stock and is a non-profit corporation. It shall have the right to collect dues and do any other activities incidental to carrying out the purposes of SVHE.

Revised - SVHE shall not have any capital stock and is a 501(c)(3) non-profit corporation. It shall have the right to collect dues and perform do any other activities incidental to carrying out the purposes of SVHE.

Motion carried unanimously.

2. Motion was made by Karla Hoover, and motion was seconded to change the wording from the original text to the recommended changes by the bylaw review committee to Article V.

Article V - Meetings for purpose of conducting business

Original

1. SVHE conducts business meetings in August, November, February and May. A "duly-called meeting" of the membership for purposes of conducting business shall be defined as any of these regularly-scheduled monthly meetings, or a special meeting called by the President with the consent of the majority of the Advisory Council and which is announced via newsletter, special mailing, phone tree or e-mail to the membership at least two (2) weeks prior to such meeting. This does not preclude the Advisory Council from conducting business which is in their purview at other times and when all of the 5 Advisory Council members are present (this also does not preclude the use of teleconferencing or similar for Advisory Council meetings if necessary to achieve the 5 member present rule.)

2. A special meeting can be called by at least 6 members, including at least one member of the Advisory Council, of SVHE at large, providing the 2-week notice is given according to the above rules. This would not require the consent of the President nor Advisory council.

3. Business shall not be conducted at any meetings not called according to the above rules.

4. Quorum: Business may be conducted at any duly-called meeting when more than one SVHE voting member, including at least one Advisory Council Member, is present. However, any changes to by-laws may only be voted on at any duly-called meeting when a minimum of 10% SVHE voting members, including at least one Advisory Council member, are present.

Revised

1. SVHE conducts quarterly business meetings as determined by the Advisory Council in advance of each school year. A "duly-called meeting" of the membership for purposes of conducting business shall be defined as any of these regularly-scheduled quarterly business meetings. This does not preclude the Advisory Council from conducting business which is in their purview at other times and when all of the 5 Advisory Council members are present (this also does not preclude the use of teleconferencing or similar for Advisory Council meetings if necessary to achieve the 5 member present rule.)

2. A special meeting may be called by the President with the consent of the majority of the Advisory Council and which is announced via social media, special mailing, phone tree or e-mail to the membership at least two (2) weeks prior to such meeting. In addition, a special meeting may also be called by at least 10% of SVHE Voting members, including at least one member of the Advisory Council, of SVHE at large, providing the 2-week notice is given according to the above rules. This would not require the consent of the President nor Advisory council.

3. Business shall not be conducted at any meetings not called according to the above rules.

4. Quorum: Business may be conducted at any duly-called meeting when **at least 10% of SVHE voting members, including at least one Advisory Council Member, are present.**

Motion carried unanimously

3. Motion was made by Velda Creer, and the motion was seconded to change the wording from the original text to the recommended changes by the bylaw review committee to Article VI with the addition of the word duly in the following text: *give a financial report to the Membership at each **duly** called meeting, assist in preparing annual budget to be presented for approval by the Membership*

Officers:

Article VI – Officers

Original

All officers:

C. Must regularly be involved in a local fellowship or church or actively seeking a new church home.

D. Must have been a member of SVHE for **three** consecutive years by the time their term of office begins.

2. Election, term of office, responsibilities and other criteria:

A. President: Must be male, must have been active in different areas of the SVHE group and have followed through consistently with their SVHE commitments, able to pray in front of the group, be able to organize meetings and conduct such, be able to oversee committees and individuals in various activities in fulfilling SVHE's mission and goals. The President's term of office is two years. He then may hold another office or no office for at least one year, after which he may again serve as President.

C. Treasurer: Nominations for and election of Treasurer are the same as President and Vice President, except the Treasurer may be male or female. Treasurer's position is for one year, with unlimited number of re-elections. The responsibilities include: To receive dues and assessments from the Secretary, including but not limited to receipts from **all** SVHE functions, deposit **all** receipts in a financial institution protected by the Federal Depositors Insurance Corporation, pay **all** bills when submitted and properly approved (Disbursement of funds is under the guidance of the Advisory Council and/or votes of the membership. In general, the Treasurer may disburse up to \$349 if this appears to be in accordance with previously-established budget or appears to be reasonable.), give a financial report to the Membership at each called meeting, assist in preparing annual budget to be presented for approval by the Membership, see that all required tax documents are timely filed including but not limited to **Form 990 Return of Organization exempt from Income Tax and Form NP Not-For-Profit Corporation Annual Report. All financial records will be audited yearly by a person chosen to do so by the Advisory Council with a report given to the Advisory Council. It shall be the policy of SVHE that group funds not be disbursed for political, spiritual or other special interest groups outside of SVHE. This does not preclude individual SVHE members from donating however they wish. In addition it does not preclude collecting a special offering from members as they wish to give and donating in the name of SVHE if agreed upon by the membership or Advisory Council.**

D. Secretary: Nomination and election is the same as the other officers. The Secretary may be male or female. **Term of office is one year, but the secretary may be re-elected an unlimited number of terms.** Responsibilities include: Take minutes of each duly-called SVHE meeting and Advisory Council Meeting and provide copies to the other members of the Advisory Council. A copy of both meetings minutes (Advisory Council and general SVHE meetings) will also be provided to the website administrator for posting on the SVHE website. A copy of each meeting's minutes will also be brought to the monthly business meetings for review as needed. Should there be items from the Advisory Council meetings of a personal, negative or disciplinary nature, these will not be publicized on the website nor be distributed to the group at large. (These topics are appropriately dealt with in "Executive Session" during the meetings and are thus not available to the general membership.

Article VI – Officers

Revised

C. Must regularly be involved in a local fellowship or church **(including a home church)** or actively seeking a new church home.

D. Must have been a member of SVHE for **two** consecutive years by the time their term of office begins.

2. Election, term of office, responsibilities and other criteria:

A. President: Must be male, must have been active in different areas of the SVHE group and have followed through consistently with their SVHE commitments, able to pray in front of the group, be able to organize meetings and conduct such, be able to oversee committees and individuals in various activities in fulfilling SVHE's mission and goals. The President's term of office is two years, **with a maximum of one re-election to a second consecutive two year term.** He then may hold another office or no office for at least one year, after which he may again serve as President.

C. Treasurer: Nominations for and election of Treasurer are the same as President and Vice President, except the Treasurer may be male or female. Treasurer's position is for one year, with unlimited number of re-elections. The responsibilities include: **Receive financial reports from the Activity Group Treasurers, receive dues and assessments, including receipts from SVHE functions, that are to be deposited into a financial institution protected by the Federal Depositors**

Insurance Corporation, pay bills when submitted and properly approved (Disbursement of funds is under the guidance of the Advisory Council and/or votes of the membership. In general, the Treasurer may disburse **any budgeted amount or amounts** up to \$349 if this appears to be in accordance with previously-established budget or appears to be reasonable.), give a financial report to the Membership at each **duly** called meeting, assist in preparing annual budget to be presented for approval by the Membership, see that all required tax documents are timely filed including but not limited to Form 990 Return of Organization exempt from Income Tax **(or Form 990-N if Gross Receipts are less than \$50,000)** and Form NP Not-For-Profit Corporation Annual Report.

D. Secretary: Nomination and election is the same as the other officers. The Secretary may be male or female. **Secretary's position is for one year, with unlimited number of re-elections.**

Responsibilities include: Take minutes of each duly-called SVHE meeting and Advisory Council Meeting and provide copies to the other members of the Advisory Council. A copy of both meetings minutes (Advisory Council and general SVHE meetings) will also be provided to the website administrator for posting on the SVHE website. A copy of each meeting's minutes will also be brought to the monthly business meetings for review as needed. Should there be items from the Advisory Council meetings of a personal, negative or disciplinary nature, these will not be publicized on the website nor be distributed to the group at large. (These topics are appropriately dealt with in "Executive Session" during the meetings and are thus not available to the general membership.

Motion carried unanimously.

4. Motion was made by Mark Hoover, and motion was seconded to change the wording from the original text to the recommended changes by the bylaw review committee to Article VII.

Article VII – By-laws

Original

2. A 2/3 majority of SVHE members present and voting at a meeting is required to implement these Bylaws and for modification thereof.

Revised

2. **Quorum: By-Law revisions may only be voted on at any duly-called meeting when a minimum of 20% SVHE voting members, including at least one Advisory Council member, are present.** A 2/3 majority of SVHE members present and voting at a meeting is required to implement these By-laws and for modification thereof.

Motion carried unanimously.

5. Motion was made by Karen Hay, and the motion was seconded to change the wording from the original text to the recommended changes by the bylaw review committee to Article VIII.

Article VIII - Advisory Council

Original

8. Duties of the Advisory Council include but are not limited to the following:

B. Approve expenditures of \$350 - \$500 or any expenditure for which the Treasurer has a question. For expenditures of greater than \$500, a majority of the members of SVHE present at any meeting are required to approve.

D. Activity Groups under SVHE with separate accounts will give a financial report to the SVHE treasurer no later than June 1st of each year. It is the responsibility of each activities leader to make reports to the Advisory Committee as needed, but specifically when activities affect the SVHE membership.

Revised

8. Duties of the Advisory Council include but are not limited to the following:

B. Approve **non-budgeted** expenditures of \$350 - \$500 or any expenditure for which the Treasurer has a question. For **non-budgeted** expenditures of greater than \$500, a majority of the members of SVHE present at any meeting are required to approve.

D. Activity Groups under SVHE **may have a separate Activity Group Treasurers and bank accounts. Activity Group Treasurer's will be bound by the same guidelines as the Treasurer as it relates to bank account management, including receipts and disbursements. Each Group will give a financial report and following year's budget to the Treasurer no later than April 15th of each year.** It is the responsibility of each Activities Leader to make reports to the Advisory Council as needed, but specifically when activities affect the SVHE membership.

E. **All financial records will be reviewed yearly by a person chosen to do so by the Advisory Council with a report given to the Advisory Council. It shall be the policy of SVHE that group funds not be disbursed for political, spiritual or other special interest groups outside of SVHE. This does not preclude individual SVHE members from donating however they wish. In addition it does not preclude collecting a special offering from members as they wish to give and donating in the name of SVHE if agreed upon by the membership or Advisory Council.**

Motion carried unanimously.

6. Motion was made by Mark Hoover, and the motion was seconded to change the wording from the original text to the recommended changes by the bylaw review committee to Article X.

Article X - Misc.

Original

1. Accountability of members:

A. Purpose: To ensure compliance with guidelines for membership, to ensure harmonious interpersonal relationships and avoid strife and divisions among the members.

B. Method: When there is a complaint or concern that a member or group is not abiding by the guidelines for membership or that there is concern about the seriousness with which homeschooling is being followed, the person issuing the complaint must have approached the other person they have their complaint with first. If the issue cannot be resolved by the individuals or if there is adequate reason to pursue the issue, a minimum of two Advisory Council members (plus anyone else appropriate if needed) will approach the member/group/family in question to obtain their perspective and to offer help from the members of SVHE. If the issue is not resolved, the Advisory Council may give an appropriate warning. If the issue continues to be unresolved, the issue will again be discussed at the Advisory Council. At that point, a decision can be made, including the option of expelling the member from SVHE (unanimous decision at Advisory Council is required for this action). The member/group/family in question has the right to appeal to the membership of SVHE as a whole in a regular or specially-called meeting if they so desire. A 2/3 majority of the membership attending the meeting will be required to overturn the Advisory Council decision.

Revised

1. Accountability of members:

A. Purpose: To ensure compliance with guidelines for membership, to ensure harmonious interpersonal relationships and avoid strife and divisions among the members.

B. Method: When there is a complaint or concern that a member or group is not abiding by the guidelines for membership the person issuing the complaint must have approached the other person they have their complaint with first. If the issue cannot be resolved by the individuals or if there is adequate reason to pursue the issue, a minimum of two Advisory Council members (plus anyone else appropriate if needed) will approach the member/group/family in question to obtain their perspective and to offer help from the members of SVHE. If the issue is not resolved, the Advisory Council may give an appropriate warning. If the issue continues to be unresolved, the issue will again be discussed at the Advisory Council. At that point, a decision can be made, including the option of expelling the member from SVHE (unanimous decision at Advisory Council is required for this action). The member/group/family in question has the right to appeal to the membership of SVHE as a whole in a regular or specially-called meeting if they so desire. A 2/3 majority of the membership attending the meeting will be required to overturn the Advisory Council decision.

Motion carried unanimously.

Adjournment: Mark Hoover moved that we adjourn, and the meeting adjourned at 9:30pm.

Minutes submitted by Heather Son, SVHE secretary