

WVHEA

West Virginia Home Educators Association, Inc.

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**Constitution and By-laws
2006
Amended October 27, 2007**

ARTICLE I - NAME

The name of the organization to which this Constitution and By-laws apply shall be West Virginia Home Educators Association, Inc. (WVHEA)

ARTICLE II - DEFINITION

The West Virginia Home Educators Association is a service organization dedicated to and supportive of families involved in home education in West Virginia, regardless of their reasons for homeschooling.

ARTICLE III - PURPOSES

The West Virginia Home Educators Association is organized exclusively for charitable and educational purposes. These purposes are:

1. To promote the development of high quality home education.
2. To aid in the creation of local support groups for home educators throughout the state.
3. To review and disseminate information considered vital to home educators.
4. To plan and conduct educational programs and exchanges for parents and others involved in home education.
5. To engage in non-partisan research and analysis of issues affecting home education.
6. To educate the general public on homeschooling issues and accomplishments.
7. To monitor the government with respect to home education issues.
8. To serve as a resource for persons desiring to home educate.

ARTICLE IV - MEMBERSHIP

SECTION 1: FULL MEMBERSHIP Full membership in West Virginia Home Educators Association, Inc., shall be open to persons currently homeschooling under the West Virginia Code. Those desiring full membership shall pay an annual membership fee, the amount of which and the date due to be established by the Governing Board. The fee paid by a homeschooling family will entitle each family member to a full membership. However, each family unit is entitled to only one vote at the annual meeting.

SECTION 2: ASSOCIATE MEMBERSHIP Associate membership in West Virginia Home Educators Association, Inc. shall be open to persons with an interest in home education in West Virginia. Those desiring associate membership shall pay an annual membership fee, the amount of which and the date due to be established by the Governing Board.

ARTICLE V - GOVERNMENT

SECTION 1: GENERAL POWERS The affairs of West Virginia Home Educators Association, Inc. shall be under the policy direction and implementation of a Governing Board. This Board

shall include up to twelve area representatives--up to three each from the Northeast, North Central, Northwest, Southwest, and Southeast--plus support group representatives, advisory members, and up to two student representatives who will serve at-large.

SECTION 2: QUORUM A simple majority of the Governing Board shall constitute a quorum. If a quorum is not present at any meeting, a majority of those present at any meeting may adjourn the meeting when necessary. The voting members of the Governing Board are the Area Representatives and Support Group Representatives and the Student Representatives. Quorum is calculated by the current number of elected representatives, which may be less than twelve.

SECTION 3: MEETINGS. Board meetings may take place via telephone conference, computer software, or similar electronic interface.

ARTICLE VI – BOARD MEMBERS

SECTION 1: AREA REPRESENTATIVES Area Representatives and Student Representatives on the Governing Board shall be elected by the general membership. This shall be done at the Annual Meeting. A nominating committee appointed by the Governing Board shall present a slate of candidates. Nominations may also be made by mail at least thirty days prior to the Annual Meeting. All nominees must currently be homeschooling in West Virginia and have at least one year of homeschooling experience in West Virginia. Two persons may serve as a team; however, only one vote is entitled to them. The term of office shall be one year. If any area has less than the three elected Area Representatives, any member who meets the other requirements as set forth in this Constitution and By-laws shall be appointed by the Governing Board to serve as an At-large Representative. However, at no time shall there be more than two adult At-large Representatives. Such action shall take place according to Article V, Sections 3 or 4.

SECTION 2: OFFICES There shall be four offices of the Association, consisting of Chair, Vice-Chair, Secretary, and Treasurer which shall be chosen by the voting members of the Governing Board from among the Adult Representatives at the first quarterly Governing Board meeting following the annual elections. Candidates for office must have served on the Governing Board for a minimum of one year. The term of office shall be one year for all offices. Offices may be shared.

The duties of the officers shall be as follows:

Chair and Vice-Chair – share the responsibility for the overall functioning of the Board. The Chair and Vice-Chair will share the following duties: preside at all meetings of the Board and the Annual Meeting; assign members to committees; serve as an ex-officio member of all committees; coordinate the dates of activities and functions sponsored by the Association; oversee the work done by individuals or organizations whose services are contracted by this Association.

Secretary – shall execute functions of the chair or vice-chair when said officers are unable to carry out a given responsibility and such duties as assigned by the chair or vice-chair; shall record all business conducted at Board or Annual meetings in writing to all the Board members; shall maintain an archive of the minutes.

Treasurer – shall be responsible for maintaining financial records of the Association; for payment of bills of the Association not exceeding budget authorization; for procurement of necessary equipment; for providing regular financial reports; and for preparing the annual budget as requested by the Board.

SECTION 3: SUPPORT GROUP REPRESENTATIVES Any homeschooling support group within the state of eight or more families is entitled to elect a Support Group Representative to the Governing Board, provided that a majority of the families constituting the support group are also members of the Association, and the Representative elected therefrom is a member of the Association. The election shall be certified by a letter to the Association's Secretary which designates the Representative and is signed by the participating families. This letter should be delivered to the Secretary prior to the Annual Meeting.

SECTION 4: ADVISORY BOARD The Board may designate people whose experience, interest or expertise it considers valuable to the operation of the Association as Advisory Members of the Board. Such memberships are for a term of one year and may be renewed. Advisory members have voice but not vote at the Board Meetings.

SECTION 5: REMOVAL Any Board Member elected by the Association may be removed by three-fourths vote of the other Board Members when, in their judgment, the best interests of the Association would be served.

SECTION 6: VACANCY A vacancy in any Board position because of death, resignation or removal may be filled by the Governing Board for the unexpired portion of the term.

ARTICLE VII – GENERAL MEMBERS

SECTION 1: RIGHTS AT BOARD MEETINGS Members may attend any meeting of the Governing Board. Members shall have voice but not vote on all issues which come before the Board.

SECTION 2: RIGHTS AT THE ANNUAL MEETING At the Annual Meeting, any member of the Association may make, second, speak to, and vote on motions, as well as vote for Representatives. Each family unit is entitled to only one vote.

SECTION 3: ELIGIBILITY All full members of the Association are eligible for nomination and election to the Governing Board subject to stipulations in Article VI.

SECTION 4: QUORUM The full and associate members of WVHEA attending the Annual Business Meeting shall constitute a quorum. In issues voted on at the Annual Business Meeting, a simple majority is necessary for the passage of such issues.

ARTICLE VIII – COMMITTEES

Special committees may be appointed by the Governing Board as needed. These shall consist of at least three members of the Association and shall serve as needed. There shall be a review of all committees at the Annual Meeting.

ARTICLE IX – CHECKS, DEPOSITS AND DRAFTS

SECTION 1: CHECKS AND DRAFTS All checks and drafts for the payment of funds shall be signed by the Treasurer and any other officer of the Association.

SECTION 2: DEPOSITS All funds of the Association shall be deposited to the credit of the Association in such bank or other depositories as the Governing Board may select.

SECTION 3: GIFTS The Governing Board may accept on behalf of the Association contributions, gifts, or bequests to fulfill the purposes of the Association.

SECTION 4: TREASURER'S REPORT The Treasurer shall provide a current report of the Association's finances at each meeting of the Governing Board, and on such other occasions as the Board may desire.

SECTION 5: AUDIT The Governing Board shall perform an informal audit of all financial records of the Association annually by appointing a special committee for this purpose.

ARTICLE X – BOOKS AND RECORDS

The Association shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of the Governing Board and Annual Meetings. All books and records of the Association may be inspected by any member for any proper purpose at any reasonable time.

ARTICLE XI – AMENDMENTS

This Constitution and By-laws may be temporarily amended by a two-thirds vote of the Governing Board at any regular or special meeting. This amending action shall be presented to the membership present at the next Annual Meeting for ratification, provided that at least thirty days written notice is given of the proposal to make the amendment permanent. Failure of the membership to ratify makes the amending action of the Governing Board null and void.

ARTICLE XII – EMPLOYEES

The Association may employ persons to carry out its stated purposes under such conditions and notes of payment as the Governing Board shall determine, provided such conditions are not inconsistent with this Constitution.

ARTICLE XIII – WIND-UP

Upon the recommendation of the Governing Board and a two-thirds vote of the membership present at an Annual Meeting, this Association may be dissolved and its activities terminated. After payment of all bills and proper claims, remaining assets shall be disposed of in cash or in kind by transfer to a similar state or national home education group, as designated by the Governing Board, seeking to achieve purposes similar to those of West Virginia Home Educators Association, Inc.

ARTICLE XIV – POLICY STATEMENT

We believe, in matters of education and religious conviction, that no authority shall control or interfere with the rights of conscience or with religious liberty, and all people shall be free to profess, and to maintain their opinions in matters of religion; and further be free to select their instructor, and to make for his or her support such private contract they shall please. Nothing in this Constitution and By-laws shall be construed to mean the endorsement by the Association of a particular religious or political viewpoint, nor shall the Association engage in political activity beyond the limited purposes designated in Article III.