

# Constitution of the Barren River Home School Association



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## Preamble

We, the members of the Barren River Home School Association, do hereby establish this Constitution in order to promote and support the parental right to educate children in the home. We recognize this BRHSA Constitution and its Bylaws to be the governing document of the Barren River Home School Association. The BRHSA Constitution, its Bylaws, and its Historical Notes are to be kept and distributed as one complete document.

## Article I – Name and Declaration

- A. The legal name of this association shall be known as the Barren River Home School Association and may be abbreviated as BRHSA.
- B. This association declares itself to be “not-for-profit” entity. While BRHSA members of other home school-related entities may use the communication methods available to BRHSA members

for dissemination of information, only official BRHSA events, as defined elsewhere in this document, will be considered as operating under the protection of this association and its Board.

## **Article II – Purpose**

The Barren River Home School Association exists, first, to honor the Lord Jesus Christ by providing a Biblical atmosphere in which to nurture our children and, second, to serve, support, and connect home schooling families in and around the South Central Kentucky area.

We desire to carry out this purpose in, at least, the following ways:

- A. By promoting and affirming the God-given right and responsibility of parents to direct and participate in the education of their children.
- B. By providing a network for the exchange of teaching techniques, curricula information, and other home schooling ideas and resources.
- C. By coordinating and/or providing educational, social, athletic, and other group activities for members of BRHSA in a safe, wholesome, and Godly atmosphere.
- D. By disseminating information concerning pertinent home schooling and family issues to interested parties in our area.

## **Article III – Authority of the Membership**

- A. This Constitution declares the Members of Barren River Home School Association to be the highest authority of this association.
- B. The member families of BRHSA may override any decision made by the Board if at least seventy-five percent (75%) of the member families present at any Members' Meeting vote to do so.

## **Article IV – Membership**

### **IV. A. Members**

Regular members of BRHSA shall consist of member families who are currently home schooling one or more children or those who intend to do so within one (1) year. A member family shall be understood to consist of those persons involved in and responsible for the schooling of the listed children. All adults associated with the listed children will be considered one (1) member family.

#### **1. Other Membership Qualifications for Members**

To be considered a current member the applying family

- a. must pay all BRHSA dues.
- b. must agree to exercise diligence in teaching their children in a responsible way.
- c. must comply with the BRHSA Constitution, Bylaws, and any decisions passed by a Board vote.
- d. must agree to not share any password-restricted BRHSA information with anyone outside of BRHSA.
- e. must be willing to submit to one background check per year. Information obtained from the background check on each member must meet the qualifying criteria outlined in the Bylaws. (see Bylaw II)

## 2. Membership Benefits

- a. Member families have the opportunity to participate in appropriate BRHSA activities and events.
- b. Member families have access to member-only BRHSA information and websites.
- c. Qualifying members of member families have the opportunity to run for election to the Board of Directors and/or to volunteer to be a leader of an official activity or event. (See Article VI, Section C, Point 4/ Article VII, A)
- d. Each current member family will have one (1) vote in each BRHSA member-voting situation.
- e. Member families may call for a Special Members' Meeting as outlined in Article V, Section D of this BRHSA Constitution.

## 3. Restrictions on Member Families

- a. Non-home schooled children of member families may only attend/participate in official BRHSA events/ activities that are intended for the whole family (for example, the Fall Festival, the Ice Cream Social, etc.)

## IV. B. Alumni Members

Alumni members of BRHSA shall be BRHSA-graduated, home schooled students and/or those adults involved in and responsible for the schooling of that student. The home schooled student must have graduated high school as a BRHSA member in good standing.

### 1. Other Membership Qualifications for Alumni Members

To be considered an alumni member the applying individual(s)

- a. must pay any BRHSA dues.
- b. must comply with the BRHSA Constitution, Bylaws, and any decisions passed by a Board vote.
- c. must agree to not share any password-restricted BRHSA information with anyone outside of BRHSA.
- d. must be willing to submit to one background check per year. Information obtained from the background check on each member must meet the qualifying criteria outlined in the Bylaws. (see Bylaw II)

### 2. Alumni Membership Benefits

- a. Alumni members have the opportunity to participate in appropriate BRHSA activities and events.
- b. Alumni members have access to member-only BRHSA information and websites.
- c. Alumni members have the opportunity to volunteer to be a leader of an official activity or event. (See Article VII, Section A)

### 3. Restrictions for Alumni Members

- a. Alumni members do not have voting rights within the BRHSA organization.
- b. Alumni members may not serve on the BRHSA board.
- c. Alumni members may not initiate a petition for a Special Members' Meeting. (See Article V, Section D)

## IV. C. Instructional Members

Any non-home schooling instructor or coach who has regular, repeated involvement with BRHSA students will be required to complete an individual application. This does not apply to single events such as science fair/spelling bee judges, one-time or occasional guest speakers in a classroom, etc. Once an instructional member's application has been approved by the Board, each instructional member will operate under the authority of the Leadership Team that he/she serves. This Leadership team will have the authority to remove the Instructional Member at the appropriate time and will notify the Board when this removal occurs. The Instructional Member may also be removed by the Board for violating any of the qualifying membership criteria or when that member's term of service is clearly finished based on information gathered from that Leadership Team leader.

#### 1. Other Membership Qualifications for Instructional Members

To be considered an instructional member the applying individual(s)

- a. must pay any BRHSA dues as outlined in the BRHSA Bylaws. (see Bylaw V)
- b. must comply with the BRHSA Constitution, Bylaws, and any decisions passed by a Board vote.
- c. must agree to not share any password-restricted BRHSA information with anyone outside of BRHSA.
- d. must be willing to submit to one background check per year. Information obtained from the background check on each member must meet the qualifying criteria outlined in the Bylaws. (see Bylaw II)

#### 2. Instructional Membership Benefits

- a. Instructional members have the opportunity to participate in appropriate BRHSA activities and events.
- b. Instructional members have access to member-only BRHSA information and websites.
- c. Instructional members may lead activities or events associated with their positions.

#### 3. Restrictions for Instructional Members

- a. Instructional members do not have voting rights within the BRHSA organization.
- b. Instructional members may not serve on the BRHSA board.
- c. Instructional members may not initiate a petition for a Special Members' Meeting. (See Article V, Section D)

### IV. D. Removal of Members

Any Member or Alumni Member may be removed for various reasons, including being disqualified by a background check, a lack of compliance or unwillingness to comply with the BRHSA Constitution and Bylaws, or a refusal to pay appropriate dues.

If a member is in danger of being removed by the Board, the following must occur:

1. The board must notify any member being considered as no longer eligible for membership. At that time the Board must inform the member of the reasons for this consideration.

2. This member may ask to attend a confidential Board meeting within 10 days of notification to appeal his position to the Board.
3. The Board must make a final decision concerning the status of this member for this membership year within seven (7) days after hearing such an appeal.
4. Minutes of this meeting must be kept and may be referred to in accordance with the guidelines laid out in the Bylaws. (see Bylaw VI)

## **Article V – Members’ Meetings**

*Members’ Meetings* are the vehicle through which the membership can use their votes to set the direction of Barren River Home School Association. Members’ Meetings may be called by the Board as needed to address issues that arise throughout the year.

*The Annual Members’ Meeting* is a once-a-year meeting that must be held no later than the last Thursday before Memorial Day each May for all Member Families. Its purpose is to discuss and vote on any important matters such as Board elections and changes to the Constitution and/or Bylaws.

*Special Members’ Meetings* are meetings for all BRHSA members that are called in response to a petition to the Board by the membership at large or by the Leadership Team. (see Article V, Section D)

Throughout this document Annual Members’ Meetings, Special Members’ Meetings, and any Board-called Members’ Meetings will be referred to as Members’ Meetings.

### **V. A. Rules Concerning Members’ Meetings**

1. Members’ Meetings must be held in person.
2. No Members’ Meetings are to be held on Sunday.
3. The Board will be responsible for facilitating Members’ Meetings according to the guidelines laid out in the BRHSA Bylaws. (see Bylaw III)
4. The Treasurer or his constitutional substitute will give a financial report at all Members’ Meetings. An itemized Annual Report prepared by the Treasurer and certified by the Board will be presented at the Annual Members’ Meeting and will serve the purpose of an internal audit.
5. The Secretary or his constitutional substitute will record minutes and announce verbally any amendments, written statements from members, or other business, and will not refuse to read items in their entirety if requested to do so.
6. Any vote taken must be accurately tallied and recorded in the minutes of the meeting. Should an oral vote or a vote by a show of hands be taken, the facilitator may require one member of each member family to announce that family’s vote in order to be counted in the final tally.

### **V. B. Announcement of Members’ Meetings**

1. Any Members’ Meetings discussing any of the following items must be announced to members by the method specified in the bylaws at least 30 days in advance and must include the meeting date, time, location and purpose of the meeting (see Bylaw III, Section C):

- a. Board of Director Elections
  - b. Amendments to the BRHSA Constitution
  - c. Changing BRHSA Bylaws
  - d. Setting of Member Dues
  - e. Dissolving the Association
2. Any Members' Meetings at which voting will occur on any of the following items must be announced to members by **email (or postal mail if indicated on the membership application and/or member account)** at least 30 days in advance and must include the meeting date, time, location, and any other pertinent information regarding items to be voted on:
- a. Board of Director Elections
  - b. Amendments to the BRHSA Constitution
  - c. Changing BRHSA Bylaws
  - d. Setting of Member Dues
  - e. Dissolving the Association
3. All other Members' Meetings must be announced to the general membership no fewer than seven (7) days in advance.
4. All due diligence should be applied to contact every member family. Email, web posts, and phone calls are among the acceptable methods of notification where postal mail is not specified.

#### V. C. Voting at Members' Meetings

1. Every member family may cast one (1) vote for each item on which a vote is taken.
2. Member voting must be done in person at the Members' Meeting or it must be done by valid absentee ballot before the Members' Meeting. (see Bylaw IV, Point C for valid absentee ballots)
3. Any measure passes with a simple majority of votes cast in the affirmative by members present at a Members' Meeting in combination with valid absentee ballots, except in the following cases:
  - a. A Constitutional amendment requires 75% of votes cast in the affirmative to pass as outlined in Article VIII, Section A of this BRHSA Constitution.
  - b. A Bylaw change requires 60% of votes cast in the affirmative to pass as outlined in Article VIII, Section B of this BRHSA Constitution.
  - c. The addition of an historical note requires 60% of votes cast in the affirmative to pass as outlined in Article VIII, Section C of this BRHSA Constitution.
  - d. The removal or editing of a historical note requires 75% of votes cast in the affirmative to pass as outlined in Article VIII, Section C of this BRHSA Constitution.

#### V. D. Calling Special Members' Meetings by Petition

1. Member families may call for a Special Members' Meeting to address a topic they specify by presenting to the Board a petition signed by twenty-five percent (25%) or more of the current Member families.
2. The Leadership Team may call a Special Members' Meeting to address a topic they specify by presenting to the Board a petition signed by seventy-five percent (75%) or more of the current Leadership Team members.

3. If the Board has been petitioned to hold a Special Members' Meeting, they must convene the meeting not more than twenty-one (21) days from the point of receiving a completed petition from the Member families or the Leadership Team. Meetings concerning amendments, bylaws, elections, or dues may require follow-up meetings that follow the 30-day announcement rule of Article V, Section B, Point 1.

## **Article VI – The Board of Directors**

The Board of Directors is a five (5)-member elected board which is responsible for the enforcement of the BRHSA Constitution and Bylaws currently in effect and for the oversight of all BRHSA-specific business and activities.

### **VI. A. Duties of the Board of Directors**

The Board of Directors is tasked with several specific responsibilities. These include but are not limited to the following:

1. Approving, organizing, directing, and delegating responsibilities related to all Association-wide business
2. Holding and facilitating all members' meetings
3. Verifying that applying families are in compliance with the membership qualifications stated within this Constitution
4. Addressing disputes between members (only in the event and to the extent that such a dispute affects the Association)
5. Removing members or alumni members that in some way refuse to or fail to comply with the BRHSA Constitution or Bylaws (see Article IV, Section D "Removal of Members")
6. Approving or removing members of the Leadership team
7. Approving or removing official BRHSA activities or events
8. Coordinating and/or delegating the coordination of at least one BRHSA-wide activity (per membership year) that is intended to encourage participation of all member families
9. Representing or assigning representatives to speak on behalf of BRHSA to the government, community, or other entities.
10. Maintaining and/or delegating the maintenance of a communication method among members to keep them apprised of BRHSA activities, events, and business. This must be done with respect to the overall privacy practices of BRHSA.
11. Insuring a fluid transition to new board members by coordinating one (1) joint meeting of old and new board members after the annual election.
12. Encouraging members in their home schooling endeavors.

### **VI. B. Duties and Responsibilities of Officers of the Board of Directors**

The BRHSA Board of Directors will be comprised of the following positions: Chairman, President, Vice-President, Secretary, and Treasurer. Certain duties are seen as the primary responsibility of particular officers of the board.

1. Chairman:
  - a. Ensures facilitation of Board and Members' meetings
  - b. Oversees communications within the BRHSA Board and with external parties such as superintendents, news media, etc.

- c. Is responsible for ensuring that duties of the Board are performed and that Board functions actually occur
  - d. Assists other Board members with tasks as needed
  - e. Acts as secondary check-writer
2. President and Vice-president:
    - a. Oversee and promote membership events and activities
    - b. Coordinate, communicate with, and provide direction for the Leadership Teams
    - c. Provide encouragement to the membership in general home schooling tasks
  3. Secretary:
    - a. Maintains Association paperwork: records, publishes, and maintains a hard copy of minutes for all meetings; records and publishes final tally of all votes taken; records checks received as well as expenditures approved by the Board; processes incoming mail and membership registration
    - b. May be called upon to read various items at meetings
  4. Treasurer:
    - a. Oversees and maintains finance and insurance systems
    - b. Ensures necessary tax forms are properly filed
    - c. Provides financial reports to the Board and membership
    - d. Tracks and pays expenditures; deposits funds; records payments and deposits
    - e. Files and posts such monetary information as the Board or the Constitution and Bylaws direct
    - f. Acts as primary check-writer

#### VI. C. Election of the Board of Directors

1. The election of Board members shall take place at the Annual Members' Meeting which is to be held no later than the last Thursday before Memorial Day in May each year.
2. Each year as the Board notifies the membership by postal mail of the upcoming election, it must include the following: an announcement of the elections; the procedure for the nomination and election process; the date, time, and location of the upcoming Annual Members' Meeting; and current contact information (including a phone number) for one or more Board members.
3. Nominations for Board members may be made by any adult, non-student member or alumni member of BRHSA.
4. Individuals must be nominated for and elected to specific Board positions. Each nominee may run for only one position.
5. To be considered eligible to run for office, a nominee must be a regular non-student adult member in good standing who has been a BRHSA member for at least 8 months prior to the close of the nominating period.
6. Member voting for the election of Board members must be done in person at the Annual Members' Meeting or it must be done by official absentee ballot before the Annual Members' Meeting. (See Bylaw IV, Point C)
7. Each member family will receive only one (1) ballot per family.
8. Board members will be chosen by majority vote by the regular membership.
9. In the event of a tie, the candidate with the greatest number of membership years will be considered the winner.



10. No more than two positions may remain empty on a ballot prepared by the Board for the election of Board members.
11. If no nominee can be found to run for one or either of these Board positions, the Board may either absorb the duties of that position, or they may appoint someone to that position after a period of three (3) months has passed.
12. If not even three (3) members can be found to run for the upcoming Board elections, the current Board must begin the process of dissolving the Association. (See Article VI.E. below)
13. An individual member may be elected to no more than one office per term.
14. Board members will serve one-year terms and may run for the same or another office for consecutive terms. Regardless of positions held, no member may serve on the Board for more than three (3) consecutive terms.
15. Each one-year term shall be from June 15th of the election year to June 14th of the following year.
16. If a Board member resigns, it shall be announced to the membership within fourteen (14) days. The Board may then choose to either absorb the responsibilities of that office or to appoint an eligible member to finish the term of that office.
17. If unforeseen circumstances leave the association without an active board, the last active board shall carry out the process necessary for electing a new board.

#### VI. D. Governance of the Board

##### 1. Board Meetings

- a. The introduction of new business and voting on association business requires face-to-face meetings which must be held at least quarterly.
- b. These meetings will be open to the general membership.
- c. The Board will ensure that the date, time, and location of these upcoming meetings are made available to the general membership. The responsibility to learn the date, time, and location of these meetings rests with the interested members.
- d. In emergency situations, the Board may meet without public notice, provided minutes are kept and publicized within four days of the emergency meeting.
- e. General administration duties do not require votes or face-to-face meetings unless a deviation from previous practice is anticipated.
- f. To allow the Board flexibility, informal meetings can be held to follow-up on business that has already been voted on or that does not require a vote.
- g. In matters where confidentiality is necessary, the Board may go into closed session or hold a non-publicized meeting. The minutes of such a meeting must be kept in accordance with the BRHSA Bylaws. (see Bylaw VI)
- h. Any majority of Board members may call a Board meeting. Board meetings should be held at times mutually acceptable to all Board members. Board members are expected to attend called meetings barring exceptional circumstances.

##### 2. Board Voting

- a. Each Board member has one (1) vote for any item on which the Board votes.
- b. A Board member may abstain from a vote.
- c. A majority of non-abstaining Board members must vote in the affirmative to pass any item or action the Board brings to a vote.

d. No vote can be taken with more than one Board member absent. Exceptions may be made if a Board member is hindered by a health or family emergency.

3. Miscellaneous Directives

a. All Board meeting minutes except those sealed as a result of confidential meetings as outlined in the Bylaws must be available to the membership. (see Bylaw VI)

b. The Board may withhold specific information from the minutes if the information could be humiliating or cause harm to any BRHSA member. They may not withhold information from the minutes for any other reason.

c. For any Board meeting, the Board may set any of its own rules that are not specifically outlined in the BRHSA Constitution or Bylaws.

d. The Treasurer will make financial transactions as directed by the Board and will be the primary check-writer. The Chairman will have secondary check-signing power. No other Board member may make financial transactions for the association.

e. No Board member may self-reimburse nor approve or make financial transactions on his own except as outlined in the Bylaws. (see Bylaw V, Point C)

VI. E. Process of Dissolving the Association

If a Board of Directors is unable to find at least three (3) members willing to run for an upcoming election, that Board must notify the membership that, due to lack of nominations to the Board, the Association must begin the process of dissolution.

1. The Board will explain to the membership that a period of two weeks beyond the proposed nomination deadline will be allowed to see if anyone is willing to run for the unfilled position/s.

2. If at the end of the extension the ballot contains nominees for at least three (3) Board positions, dissolution is no longer eminent and the election process will proceed as usual.

3. If at the end of the extension at least three (3) positions on the ballot have not been filled, the Board will call an Annual Members' Meeting whose main purpose is to explain the rest of the dissolution process according to the steps listed herein and to vote on the donation of any remaining funds.

4. The dissolution process will involve the following steps:

a. The current Board will remain active until the following steps have been dealt with.

b. Any proposed amendment or bylaw changes have been completed following the procedure laid out elsewhere in this document.

c. All outstanding debts/bills have been paid.

d. The website has been shut down according to our current agreement with the site provider.

e. Any remaining funds have been distributed to HSLDA, HSLDA's Home School Foundation (for widows and orphans), or to a similar charity or organization as determined by a final vote of the membership.

f. All personal information concerning the current membership has been deleted or destroyed.

- g. Minutes and tax records are to be kept in a single location for a period of seven years from the date of dissolution.
- h. At the end of these completed tasks, the current Board will be considered to have fulfilled its term of service, and the Association will be considered dissolved and no longer in existence.

## **Article VII – The Leadership Team and Official BRHSA Events**

The Leadership Team consists of individual members who have been approved by the Board to take charge of specific, official BRHSA activities or events.

- VII. A. To be considered a member of the Leadership Team all of the following must be true:
  - 1. You must be a member or alumni member in good standing.
  - 2. You must be leading a Board-approved BRHSA activity or event.
  - 3. You must be approved by the Board to lead or co-lead the activity or event you are leading.
  - 4. You must have voluntarily accepted the position (even if you were recruited to fill the position).
- VII. B. Rights of the Leadership Team
  - 1. Each Leadership Team member is free to make his/her own rules of governance for the activities they lead, provided they do not contradict the BRHSA Constitution, Bylaws, or instructions from a Board vote.
  - 2. A leader of an activity or event may restrict which group of BRHSA members is appropriate to participate in his/her activity or event unless the BRHSA Board instructs otherwise.
  - 3. The Leadership Team as a whole or in smaller groups may choose to hold meetings or plan official BRHSA activities and events sponsored by any or all of the groups they head, provided they do not contradict the BRHSA Constitution, Bylaws, or instructions from a Board vote.
  - 4. The Leadership Team as a whole or in smaller groups may not usurp the authority of an individual Leadership Team member as it pertains to that Leadership Team member's official event or activity.
  - 5. The Leadership Team may call for a Special Members' Meeting according to the procedure outlined in Article V, Section D of this document.
- VII. C. Official Barren River Home School Events
  - 1. Official BRHSA Events will be considered to be those events that have been approved by the BRHSA Board of Directors and which are carried on under the leadership of a Board-approved or Board-appointed BRHSA Leadership Team member.
  - 2. BRHSA recognizes the third Saturday in May as the official graduation date for BRHSA. This date will be used for communication purposes and planning of the official graduation event hosted by BRHSA. It is not intended to impose an obligation on members to complete their own curriculum by a specific date. Any change needing to be made in concern to this date will have to be submitted to the current board with a sufficient reason for the proposed change.

## **Article VIII- Amendments, Bylaws, and BRHSA Historical Notes**

- VIII. A. Amendments

1. Any change to the BRHSA Constitution is considered an amendment.
2. An amendment may be proposed by any current adult member, including Board members. The proposed amendment may be put on a ballot in one of two ways: it may either be placed on a ballot by a Board member agreeing to sponsor that amendment, or, by using the process of calling a Special Members' Meeting, members may vote to get the amendment put on a ballot.
3. When a vote to place an amendment on a ballot passes at a Special Members' Meeting, a second vote should be taken at the same meeting to decide whether this amendment will be brought for a vote at the Annual Members' Meeting or whether an earlier or later Members' Meeting should be called in order to vote on the passage of the proposed amendment. (The timing of the proposed vote must conform to the requirements laid out in Point 5 below.)
4. All amendments put on a ballot must be ratified by a seventy-five percent (75%) or greater majority of total votes cast in the affirmative by members present at a Members' Meeting in combination with valid absentee ballots.
5. The full text of an amendment and any section of the BRHSA Constitution it may affect must be made available by postal mail to all members at least thirty (30) days in advance of the Members' Meeting at which it is to be brought to a vote.

#### VIII. B. Bylaws

1. A Bylaw is an official rule, separate from the BRHSA Constitution, which governs BRHSA under the authority of the BRHSA Constitution.
2. No Bylaw shall be made, interpreted, or enforced in any way that would contradict the BRHSA Constitution.
3. A Bylaw may be proposed by any current adult member, including Board members. The proposed bylaw may be put on a ballot in one of two ways: it may either be placed on a ballot by a Board member agreeing to sponsor that bylaw, or, by using the process of calling a Special Members' Meeting, members may vote to get the bylaw put on a ballot.
4. When a vote to place a bylaw on a ballot passes at a Special Members' Meeting, a second vote should be taken at the same meeting to decide whether this bylaw will be brought for a vote at the Annual Members' Meeting or whether an earlier or later Members' Meeting should be called in order to vote on the passage of the proposed bylaw. (The timing of the proposed vote must conform to the requirements laid out in Point 7 below.)
5. Any change to a Bylaw shall be called a "rule change."
6. All rule changes must be ratified by a sixty percent (60%) or greater majority of total votes cast in the affirmative by members present at a Members' Meeting in combination with valid absentee ballots.
7. The full text of a rule change and any Bylaw(s) it may affect must be made available by postal mail to all members at least thirty (30) days in advance of the Members' Meeting at which it is brought to a vote.

#### VIII. C. BRHSA Historical Notes

1. BRHSA Historical Notes are official informational notes about BRHSA, the BRHSA Constitution, or the BRHSA Bylaws; they are not binding over Bylaws or any part of the BRHSA Constitution but may explain why a part was included.
2. BRHSA Historical Notes are meant to institutionalize an official memory of why something was done, who did it, or some other informative piece of information that

could be helpful to future BRHSA Members when making decisions or considering BRHSA History.

3. Any current or alumni member may propose an historical note.

4. A proposed BRHSA Historical Note will be added to the list of BRHSA Historical Notes if a sixty percent (60%) or greater majority of total votes is cast in the affirmative by members present at a Members' Meeting in combination with valid absentee ballots.

5. An existing BRHSA Historical Note will be edited or removed if a seventy-five percent (75%) or greater majority of total votes is cast in the affirmative by members present at a Members' Meeting in combination with valid absentee ballots.

## **Article IX – Definitions**

For the purpose of this and other BRHSA documents and meetings the following basic definitions shall apply. Some of these definitions will be further defined in their own articles.

Alumni Member– Any BRHSA-graduated, home schooled students and/or those adults involved in and responsible for the schooling of those students who wish to continue membership in the BRHSA

Amendment – Any change to the BRHSA Constitution

Annual Members' Meeting – The once-a-year meeting the Board must hold for all Member Families to discuss and vote on any important matters, including elections for the Board

Board of Directors – The five (5)-member governing board of BRHSA also known as the Board

Board Meeting – A meeting called by the Board for the purpose of taking care of Board business

BRHSA Historical Notes – The specific, official BRHSA document containing important information about BRHSA, its Constitution, or Bylaws.

Bylaw – An official rule, separate from the BRHSA Constitution, which governs BRHSA under the authority of the BRHSA Constitution

Instructional Member - Any non-home schooling instructor or coach who has regular, repeated involvement with BRHSA students

Leadership Team – The Leaders of Board-approved activities or events

Member or Member Family – A family unit, in good standing as pertains to BRHSA membership requirements, that is actively home schooling one or more children, or plans to do so within one (1) year

Members' Meeting – Any Annual Members' Meeting, Special Members' Meeting, or Board-called Members' Meeting

Official BRHSA Event – An event whose leadership has been purposely appointed and/or approved by the BRHSA Board

Special Members' Meeting – A meeting for all BRHSA members called by the Board in response to a petition to the Board by the membership or by the Leadership Team

# Bylaws of the Barren River Home School Association



## I. Guiding Principles

All BRHSA business will be conducted according to the following guiding principles:

All members (and non-members) will be treated with respect.

All members and Board members will recognize that this organization is driven by participation.

All Board members should provide general, overarching vision and leadership to ensure sound stewardship of all resources.

## II. Rules Concerning Membership

BRHSA is serious about the safety of our member families and will revoke or deny membership to individuals that have certain criminal histories or who pose an unacceptable level of risk to membership. **However, parents are still considered ultimately responsible for both the behavior and safety of their children.**

### A. Criteria relating to background checks.

1. Applicants must be willing to submit information required for a background check.

This information includes, but is not limited to, full legal name, valid phone number and mailing address, and a photo of each household member 18 years old or older. A Driver's License may be shown in lieu of submitting a photo.

2. Applicants may be disqualified for inaccurate or misleading information.

3. Applicants will be disqualified for refusing to complete the screening process.

4. Should a more in-depth background check on any applicant be deemed reasonable by the Board, applicants will be disqualified if found to have been convicted for any of the following offenses:

Sexual Offenses and Misconduct

Violent Felonies

Felonies (other than sex or violence related) in past 10 years

Any child abuse or domestic violence conviction

Any other criminal event deemed a potential danger to the students

5. An arrest in any of these areas would justify an investigation and possible action by the Board.

### B. Awareness of Purpose

All membership applications will contain the opening statement from Article II of the BRHSA Constitution in order to apprise all applying families of our organization's Christian foundation. This paragraph currently reads: The Barren River Home School Association exists, first, to honor the Lord Jesus Christ by providing a Biblical atmosphere in which to nurture our children and, Second, to serve, support, and connect home schooling families in and around the South Central Kentucky area.

### C. Membership Year

1. The BRHSA membership year shall be considered to run from August 1st of one year to July 31st of the next year.

### III. Rules Concerning Members' Meetings

- A. All meetings shall be conducted following the guiding principles as listed above.
- B. Additional guidelines for Members' Meetings.
  - 1. The Board shall provide a specific agenda with the announcement of the meeting.
  - 2. The facilitator (generally the Chairman, but may be delegated) will announce each topic, including a brief summary of the topic, and the time to be allotted for discussion. The facilitator is responsible that discussion is fair to all member families. At the end of the allotted time (give or take a few minutes), discussion will be closed by the facilitator.
  - 3. The facilitator will then either call for a vote, or for discussion to be continued at a future meeting, or for some other appropriate action.
- C. Announcement of Members' Meetings
  - 1. The specified method for announcing Members' Meetings dealing with any of the following items will be postal mail. Other methods of announcing these events may be used in addition to postal mail.
    - a. Board of Director Elections
    - b. Amendments to the BRHSA Constitution
    - c. Changing BRHSA Bylaws
    - d. Setting of Member Dues
    - e. Dissolving the Association

### IV. Rules Concerning Voting

- A. When voting on items listed specifically in Article V, Section B of the BRHSA Constitution, a prepared paper ballot must be used.
- B. When voting on items not specifically listed in Article V, Section B of the BRHSA Constitution, voting may be done by a show of hands, a verbal "Aye/Nay", or by paper ballot. Should an oral vote or a vote by a show of hands be taken, the facilitator may require one member of the each member family to announce that family's vote in order to be accurately counted in the final tally.
- C. In order for an absentee ballot to be considered valid, the following requirements must be met.
  - 1. The following items must be on the ballot submitted:
    - a. Member Family Name (first and last),
    - b. Text clearly stating the item being voted on,
    - c. A vote of "for" or "against", and
    - d. A signature of one adult, non-student member in the member family.
  - 2. The ballot must be postmarked no fewer than 5 days prior to the meeting date at which the vote will be taken.

### V. Rules Concerning Money

- A. Membership Dues
  - 1. Dues must be paid before membership is granted.
  - 2. A renewing member shall have one (1) month after the official due date to pay his dues before he is removed as a member of BRHSA.
  - 3. Dues shall be \$25 per school year.
  - 4. Dues for *new member* applications received on or after January 1st will be reduced by 50%.

5. The Board of Directors may specify how dues are to be collected.
  6. The Board of Directors may pass on to any applicant any extra charge incurred in the collection of membership dues.
- B. Instructional Membership Dues
1. Instructional membership dues are currently \$0.
- C. Board of Directors' Expenditures and Procedures
1. The Chairman of the Board shall not approve a single expenditure greater than \$100, or more than \$200 in one calendar month without a vote of the Board.
  2. The President or Vice-President shall not approve a single expenditure greater than \$50, or more than \$100 in one calendar month without a vote of the Board.
  3. Neither the Secretary nor the Treasurer shall approve expenditures except as delegated by the Board.
  4. Pre-approved expenditures may be reimbursed without further Board action or approval.
  5. All Board members must report any BRHSA expenditure to the Treasurer within seven (7) days of the expense.
  6. The Treasurer will provide a monthly report to the entire Board with beginning balance, total receipts, total disbursements, and ending balance. The most recent edition of this report will be made available to any member upon written/email request within 14 days.
  7. Any member concerned about an apparent financial irregularity should contact the Board members immediately and if unsatisfied should petition for a Special Members' Meeting.

## **VI. Rules Concerning Minutes**

A. The Board of Directors must post minutes and a Treasurer's report of all Board and Member's Meetings to a password-protected location that all adult, non-student members can review. A signed paper copy of these reports must also be kept on file with each year's tax return. These hard copies should be kept for minimum of seven (7) years to coincide with the tax audit limit.

B. When it is necessary to go into a closed-Board session to discuss a possible removal of members, the Secretary will record minutes of these meetings, print them out and place them in a manila envelope with the family's name on the outside. The envelope should also be marked as "Removed" or "Not removed" or "Pending." An envelope may bear a "Pending" tag for no more than two (2) weeks from the originating date. This envelope will then be kept in a file of similarly sealed minutes. The family's name with its outcome will then be added to a typed list of such families. This list may be referred to only by the Board and only in such cases as membership registration or further allegations or problems arise. At such a time and only such a time, may the current Board open and read the minutes in order to have pertinent history available to them to make necessary decisions concerning the involved family. A copy of this Bylaw (Rule VI. Section B.) must be kept with the aforementioned list.

## **VII. Rules Concerning Announcement of Events**

A. The BRHSA Event Calendar is the official calendar for Barren River Home School Association. It provides a consolidated listing of official and unofficial events of interest to the home school community. Among other things, the BRHSA Event Calendar provides information on academic,



educational, cultural, community, social, and other events. The purpose of this calendar is to notify members of upcoming events and activities, provide information on such events and activities, and promote the mission of BRHSA to serve, support, and connect home schooling families in and around the South Central Kentucky area by disseminating information concerning pertinent home schooling and family issues.

- Events or activities include lectures, workshops, and meetings, as well as cultural, sporting, and social events. They may include those open to the general public as well as those open only to the BRHSA community.
- All Official BRHSA Events will be clearly marked on the calendar and only Official BRHSA Events will be guaranteed to operate under the BRHSA Constitution and By-laws.
- Official BRHSA Events will be given top listing priority on the calendar.
- A BRHSA web administrator must approve all calendar submissions. Any questionable events will be presented to the board for final approval.
- The BRHSA Event Calendar may not be used for announcements of a personal nature, such as birthday parties, direct sales home parties, yard sales, or individual fundraisers.
- The BRHSA Board of Directors is responsible for determining what is considered an acceptable calendar post and is the final authority on approval.

# Historical Notes of the Barren River Home School Association



Note 1: BRHSA was founded on January 20, 1986 by four Christian families. The families consisted of Catholic and Protestant believers looking to protect their right to home school in the Commonwealth of Kentucky.

Note 2: Bylaw V.A.4 was amended through general membership vote during the 2018 Annual Meeting. It originally stated "Dues for applications received on or after January 1st will be reduced by 50%."

Note 3: Constitution Article VII.C.2 was added through general membership voting during the 2018 Annual Meeting.

Note 4: Bylaw VII was amended through general membership vote during the 2015 Annual Meeting. Original text included limitations of calendar postings to Official BRHSA activities only.

Note 5: Amendment to Constitution Article V.B.2 was made during the 2016 Annual Members' Meeting by majority vote. The original text deemed postal mail the official (and primary) method of communication.