

# Pendleton Home School Association Bylaws

## Mission Statement

The Pendleton Home School Association (PHSA) is a non-sectarian support group for homeschooling families. Our mission is to expand educational opportunities, facilitate interaction, communicate information, promote a positive image of homeschooling, and encourage parents in the education of their children. PHSA membership is not based on any one homeschooling approach, political platform, religious outlook, philosophical ideal, or race.

## Activities

- PHSA requires adult (age 21 and older) supervision at all activities.
- The PHSA supervision ratio is one adult to a maximum of seven children if any non-immediate family members are included.
- Members are to make all inquiries about an event directly to the person who is organizing the activity/ field trip.
- The organizer of each field trip or activity is responsible for sending a thank you on behalf of the Association.
- PHSA's photo policy is to strive to exclude the names of children on photos posted on the internet or in a PHSA publication.
- High standards of conduct are expected such as: good manners and respect for one another's property, beliefs, and person.

## Members

- In order to participate in PHSA activities, each family must sign up to organize or assist in some capacity with at least one activity or event during the school year (July 1-June 30).
- Children participating in activities must be members of the home school association or have permission from the activity's coordinator to attend.
- Families home schooling together must pay dues individually unless occupying the same residence.
- If dues for returning members are not received by the Association by Sept. 1<sup>st</sup> of the current school year then the emails and newsletters will stop being sent and access to other group items/activities will be denied.
- New members can sign up at any time.
- Assistance with paying dues is available through the PHSA Board.
- Signed bylaws and liability release are required before becoming a member.

## Board

Regular planning meetings will be held quarterly. Those expected to attend are the president, vice president, secretary, treasurer, activities coordinator, newsletter editor, communications coordinator, and sports coordinator. Each board position has one vote with the President voting in tie situations. All members are welcome and encouraged to attend planning meetings, give input, and assist with the decision making of PHSA.

Responsibilities of the board members are as follows:

**President:** oversees functioning of the group, schedules planning meetings, and forms the nominating committee.

**Vice-President:** assists the president and oversees the various shares (Science, Biography, Geography, etc.) and contests

**Secretary:** responsible for taking minutes at the planning meetings and getting them to the newsletter editor for printing in the newsletter. If unable to attend the meeting, the secretary needs to arrange for someone to take minutes.

**Treasurer:** responsible for maintaining the bank account records, reimbursing members for authorized expenses, providing a quarterly update at board meetings, and providing a year-end financial report to be published in the September newsletter. Reimbursement is done quarterly. The Treasurer also receives membership forms and maintains a membership roster.

**Activities Coordinator:** oversees educational activities and field trips and other PHSA activities. Assists organizers as needed.

**Communications Coordinator:** oversees the PHSA email system, forwarding information to members in a timely manner, creating and distributing weekly highlights, and reminder emails and connecting prospective members with the designated PHSA representative.

**Newsletter Editor:** responsible for sending out a monthly newsletter, September through June, and other mailings as necessary. The newsletters will consist of a minimum of a calendar or information sheet of the month's activities. Newsletter deadline is the 20th of the month and will be mailed by the last day of the month.

**Sports Coordinator:** coordinates coaching staff for the various sports, schedules the gym, park and track for activities, divides students into age/ability groups for A&B sports, reviews bills for monthly gym use, and communicates with the membership concerning scheduling.

Elections will be held annually. A nominating committee will present a slate of officers at the spring planning meeting and a mail-in ballot will be sent in the May newsletter. Those ballots received before the deadline will be counted.

Updated August 15, 2013

Signature:

---