

SEATTLE HOMESCHOOL GROUP BYLAWS

Article 1: Name, Purpose, Location, Calendar

Name: The name of this Organization is Seattle Homeschool Group, which may be abbreviated and known as “SHG”.

Purpose: The purpose of SHG is to support an inclusive community of Seattle-area homeschooling families through resources, events and online discussion. SHG is nonpartisan, nonsectarian, and non-discriminating in its views of homeschooling and participation in its activities.

Location: SHG may have any number of offices at such places as the SHG Steering Committee may determine.

Calendar: SHG’s fiscal and Steering Committee term year will begin October 1st and end on September 30th.

Article 2: General Membership

Member Eligibility and Confirmation: Membership will be open to all Greater Seattle area homeschooling families supporting SHG’s mission. Membership is confirmed by inclusion on the SHG group list.

Inclusion: No person will be denied membership in or the services of SHG or denied the opportunity to hold a position within SHG on the basis of race, color, creed, sex, gender expression, sexual orientation, age, disability, political affiliation, or homeschooling philosophy.

Privacy: Membership lists, mailing lists and group content maintained by SHG may not be distributed, sold or shared with any other group or organization.

Article 3: Steering Committee

Governance: SHG is a voluntary organization governed by a Steering Committee and will not have a voting general membership. The Steering Committee will be responsible for maintaining the overall policy and direction of SHG and will adhere to all primary legal duties. The Steering Committee will entrust responsibility of day-to-day operations to appropriate committees and volunteer coordinators.

Size: The Steering Committee will consist of at least five but no more than eleven voting members. If the number of filled positions falls below five, there will be a reasonable grace period until the minimum positions are filled.

Committee Eligibility: All current SHG members are eligible for Steering Committee appointment.

Terms: All Steering Committee members will serve for a one-year term and can be eligible for re-appointment indefinitely, so long as no other volunteers are willing to serve. Terms will begin October 1st and end on September 30th. Steering Committee members will receive no compensation (other than reasonable expenses) for their service on the Steering Committee.

Appointment: As terms near completion, the Chairperson will notify the general membership that all Steering Committee positions will be open for appointment. Members can express interest in specific positions by email or in-person at the September meeting where the positions will be appointed by unanimous vote of the current Steering Committee. If two or more members express interest in the same position, a random drawing will be held to determine the appointment for that position.

Resignations: Any Steering Committee member may resign at any time by giving notice to the Organization.

Mid-term Vacancies: Mid-term vacancies on the Steering Committee will be filled by the decision of the remaining members, and each person so appointed will be a member for the remainder of the vacated term.

Removal: Any Steering Committee member may be removed, after a review of any grievance, by simple majority vote of the Steering Committee. Grievances include misconduct, nonparticipation, non-adherence to SHG's purpose, or other circumstances which may arise.

Conflict of Interest: Whenever a Steering Committee member has a financial or personal interest in any matter coming before the Steering Committee, the affected person will a) fully disclose the nature of the interest and b) withdraw from voting on the matter. Any transaction or vote involving a potential conflict of interest will be approved only when a simple majority of disinterested Steering Committee members determine that it is in the best interest of SHG to do so.

Liability: No Steering Committee member will be personally liable for the debts or obligations of SHG of any nature whatsoever, nor will any of the property of the Steering Committee members be subject to the payment of the debts or obligations of SHG.

Article 4 - Steering Committee Meetings

Frequency: The Steering Committee will meet at least four times per year. Meetings may be held at such place and time as will be designated by the Steering Committee and will be open for attendance by the general membership.

Notice: Steering Committee meetings will be announced to the Steering Committee and general membership in a manner likely to provide adequate, actual notice. All such meetings will be held at the date, time and place specified in the notice.

Special Meetings: All Steering Committee members may call special meetings as deemed necessary, provided all Steering Committee members and the general membership have been notified in electronic format within a reasonable amount of time prior to such a meeting. This notice must include the date, time and place of such meeting.

Voting Rights: All Steering Committee members have full voting rights and will represent one vote. A simple majority of voting members in attendance will be required to pass a motion, with the exception of amendments to the SHG Bylaws which requires a two-thirds majority of the full Steering Committee.

Quorum: The Steering Committee will be able to conduct formal business when a quorum has been met. A quorum is met when a simple majority of voting members is present. At the discretion of the Steering Committee, and even when a quorum has been met, any motion may be delayed until more Steering Committee members can be present or if further discussion is warranted. The Steering Committee, in absence of a quorum and at its discretion, can take limited action, such as discussion of business, that will not be considered valid until it is ratified at a later meeting where a quorum is present. In the absence of a quorum, the Steering Committee may choose to adjourn until a quorum is attained or take other measures to assemble a quorum. Notice of the adjournment will be given to all members of the Steering Committee and general membership in a manner likely to provide adequate, actual notice.

Alternative Participation: Members of the Steering Committee may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Participation by such means will constitute presence in person at a meeting.

Online Use: The Steering Committee, at its discretion, may use online communication platforms in discussing business between meetings. Business discussed via an online communication platform will be finalized during regularly scheduled Steering Committee meetings.

Minutes: Steering Committee meeting minutes will be recorded and then submitted by the Secretary for Steering Committee approval by electronic format within two weeks of the meeting. Upon Steering Committee approval, the Secretary will publish the minutes to the general membership.

Article 5: Steering Committee Positions and Duties

Positions: The positions of the Steering Committee will be Committee Chair, Committee Vice-Chair, Secretary, Treasurer, Technology Chair, Communications Chair, Events Chair and Member(s) At-Large. For the purposes of the Washington Nonprofit Corporation Act, the Committee Chair and Committee Vice-Chair will be designated the Corporate President and Vice President of SHG.

Limits: Two or more positions may be held by the same individual if no other volunteers are willing to serve, except Committee Chair and Secretary. Any position may be held by more than one individual, in which case such individuals will serve as co-officers, each holding the title of the office.

Responsibilities:

All Steering Committee members will be expected to provide their email information to the general membership for point-of-contact purposes.

Committee Chair (“Chair”)

The Chair will preside as the official representative of SHG and be the central point of communication. The Chair will preside over all meetings and, with input from the Steering Committee and general membership, set the agenda of the meetings. The Chair will keep a list of which positions are filled or vacant and will oversee that any books, reports, statements, and certificates required by law be properly kept, made, and filed. The Chair will turn over all files, papers, records, and all other materials pertaining to the operation of the position to the succeeding Chair at the end of the term. The Chair will perform such other duties as will from time to time be assigned by the Steering Committee.

Committee Vice-Chair (“Vice-Chair”)

The Vice-Chair will be responsible for all Chair duties in the absence of the Chair. The Vice-Chair will perform such other duties as will from time to time be assigned by the Steering Committee.

Secretary

The Secretary will record, keep and publish complete and correct records of Steering Committee meetings, give adequate and actual notice of Steering Committee meetings, and be custodian of all official records except as will be required of the Treasurer. The Secretary will turn over all files, papers, records, and all other materials pertaining to the operation of the position to the succeeding Secretary at the end of the term. The Secretary will perform such other duties as will from time to time be assigned by the Steering Committee.

Treasurer

The Treasurer will receive and be custodian of all SHG funds and all financial papers. The Treasurer will be responsible for all applicable state and federal filings on

behalf of SHG. Full records will be kept and regular reports presented to the Steering Committee at each meeting. Prior to expenditure, the Steering Committee must approve all non-budgeted expenses. The Treasurer, or one of the other authorized bank signers for SHG's bank account, will prepare all checks. A simple majority of the Steering Committee, prior to payment, must approve all donations and distributions. The Treasurer will submit an annual budget to be approved by the Steering Committee. The Treasurer will turn over all files, papers, records, and all other materials pertaining to the operation of the position to the succeeding Treasurer at the end of the term. The Treasurer will perform such other duties as will from time to time be assigned by the Steering Committee.

Technology Chair

The Technology Chair will serve as liaison between the Steering Committee and the Online Group and Website Administrators, working with all parties to coordinate the technology needs of SHG. The Technology Chair will recruit and fill Online Group and Website Administrator positions as needed and assist in orienting new Administrators in their responsibilities. The Technology Chair will perform such other duties as will from time to time be assigned by the Steering Committee.

Communications Chair

The Communications Chair will serve as liaison between the Steering Committee and the various Communications Coordinators, working with all parties to coordinate the publication and outreach needs of SHG. The Communications Chair will recruit and fill the various Communications Coordinator positions as needed and assist in orienting new Coordinators in their responsibilities. The Communications Chair will perform such other duties as will from time to time be assigned by the Steering Committee.

Events Chair

The Events Chair will serve as liaison between the Steering Committee and the various Event Coordinators, working with all parties to coordinate the event offerings of SHG. The Events Chair will recruit and fill the various Events Coordinator positions as needed and assist in orienting new Event Coordinators in their responsibilities. The Events Chair will perform such other duties as will from time to time be assigned by the Steering Committee.

Member(s) At-Large

Member(s) At-Large will serve as liaisons between the Steering Committee and the general membership. Member(s) At-Large will perform such other duties as will from time to time be assigned by the Steering Committee.

Article 6- Amendments

The Steering Committee, without announcement or vote, may make grammatical, punctuation or format changes to the Bylaws that do not affect policy or meaning. Otherwise, all or part of these Bylaws may be altered, amended, or repealed by a two-thirds majority of the full Steering Committee. Adequate, actual notice of any proposed changes to the Bylaws will be given to the Steering Committee and the general membership prior to the meeting at which such action is proposed to be taken.

Article 7- Dissolution

SHG may elect to voluntarily conclude its business and dissolve the organization with the approval of two-thirds majority of the Steering Committee at a meeting called specifically to consider such action, for which adequate, actual notice will be given to the Steering Committee and the general membership. In the event of dissolution, all liabilities and obligation of SHG will be paid and, in keeping with the purposes for which the organization was formed, the remaining assets will be distributed in a manner consistent with the tax status of SHG at the time of such dissolution and will be determined by simple majority vote of the Steering Committee.