



Home, where each lives for the other, and all live for God.

2022-2023

Blount Home Education Association (BHEA) is an association of independent homeschooling families established to promote and encourage home education in Blount County. It is vital to the success of this organization that each member understands that BHEA operates as a cooperative effort and depends on the contributions of each member.

*"Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself, do not merely look for your own personal interests, but also for the interests of others." - Philippians 2:3-4 (NAS)*

***This handbook is a valuable tool containing essential information about your membership. By joining BHEA, you are agreeing to adhere to the guidelines and policies contained within.***

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## About Your BHEA Membership

**Blount Home Education Association (BHEA)** is open to all homeschooling families with children of preschool age through high school age who are legally registered to homeschool pursuant to the laws of the state of Tennessee. Membership benefits are from June 1, 2022, to June 30, 2023. Members (both parents and students) are expected to respect and abide by the BHEA behavior policy and dress code at all BHEA functions. *BHEA does maintain the right to request proof of legal registration to homeschool, and to refuse, suspend, or rescind membership. Participation in our optional Enrichment program is a privilege and not a right.*

## Member Responsibilities

Founded over 35 years ago and starting out with just a few families, BHEA is now a non-profit organization with hundreds of families. BHEA is not a school. We are a homeschool support group with many activities, including an optional Enrichment program (co-op), to enhance the education you are giving your children at home. Together, we are a community of and ministry to homeschool families. The contribution of member time and talent is what makes BHEA successful. We have no paid employees. Each member family is responsible to find and use its gifts to contribute in some way. Volunteering is a great way to get to know other BHEA parents and children. Contact any member of the board of directors to learn about the most pressing areas of need.

***All members are responsible for knowing and adhering to BHEA policies as defined in this handbook.***

## Membership Benefits\*

- Individual homeschool support
- High School Awards and Honors Program
- HSLDA discount (request our group code)
- New member support
- Member directory
- Email alerts
- Membership cards to use for area discounts
- Student Council (High School)
- Annual Homeschooling 101 seminar
- Field Day
- Park Days
- Yearbook
- Used Curriculum Fair
- Enrichment program
- Mom's Night Out events
- New Member Brunch
- Topical roundtable discussions
- Kindergarten graduation
- High School graduation
- Field trips for all ages
- Boy Scouts & Cub Scouts
- American Heritage Girls
- 4-H Clubs
- Dances, including Spring Formal for High Schoolers
- High School activities
- Middle School activities
- Facebook groups and website forums
- Science Bowl
- Spelling Bee
- And more!

*\*Please note that the benefits listed above are dependent upon having volunteers to staff them. Therefore, there are a few that may not be offered every year. Additional costs may be associated with participation in some events.*

## Your Family Membership Fee

The membership fee for the 2022-2023 academic year is \$25 per family and is non-refundable. Extended family living in different households are required to maintain separate memberships.

These fees are used to purchase liability insurance, pay for website hosting and associated fees, to pay rent or make donations to the many facilities which allow us to host events, to purchase supplies, and much more.

## Leadership of BHEA

- BHEA's leadership structure consists of an administrative board of directors. Each director is a volunteer who works to coordinate one or more of our major service activities or tasks. See the individual board roles below.
- The day-to-day administration of our Enrichment program is carried out by a team of volunteers with the leadership of a dedicated coordinator on the board of directors for each Enrichment Day.

## Board of Directors

*The following roles are filled annually by BHEA members who serve on the board of directors:*

Activities Coordinator and Host Church Liaison	High School Event Coordinator
Academic Advancement Coordinator	Membership Coordinator
Communications Coordinator	Middle School Event Coordinator
Enrichment Team Leader (Mondays)	Ministry Coordinator
Enrichment Team Leader (Wednesdays)	Treasurer

## Important Contact Information for BHEA

*Please bring any questions or comments to the appropriate coordinator at the email indicated below:*

General questions about homeschooling and BHEA: **info@bhea.net**

Membership questions: **membership@bhea.net**

BHEA Board questions: **directors@bhea.net**

Enrichment program & Family Work Commitment: **enrichment@bhea.net** or 865-268-3832 (Call or text.)

Activity, field trip, and calendar questions: **activities@bhea.net**

High School activities and events: **highschool@bhea.net**

Middle School activities and events: **middleschool@bhea.net**

E-alerts: To request that announcements be sent to all members - **ealert@bhea.net**

Ministry needs: **ministry@bhea.net**

Accounting, fees, payment questions: **treasurer@bhea.net**

Questions about high school opportunities and info on preparing for college: **advancement@bhea.net**

Website issues and questions: **webmaster@bhea.net**

Communications questions (Facebook, email, etc.): **communications@bhea.net**

Yearbook inquiries: **yearbook@bhea.net**

Graduation committee for high school seniors: **graduation@bhea.net**

## BHEA Membership Directory and Privacy Policy\*

- The BHEA Members Directory is the group's contact list. It is available at **www.bhea.net**, secured behind a password. While it is possible to opt-out, please do so only in extreme circumstances.
- This directory is confidential and for members' personal use only. Please respect everyone's privacy and never share this information with anyone who is not a BHEA member.
- Do not use the BHEA Membership Directory to solicit business. BHEA members have access to a Business Directory. If you would like to list your business, log in at **www.bhea.net** and click on the "business directory" tab. You will have the option of sharing that information publicly or to the membership only.

*\*Misuse of this directory may result in suspension of your membership.*

## BHEA Communication System

- **Email Policy** - Since BHEA's main form of communication is email, it is imperative that all members submit a current email address that they check on a regular basis. To make sure the info you receive is relevant to you, please be sure to also keep your account updated with the correct grade levels of your children.
- **BHEA Website ([www.bhea.net](http://www.bhea.net))** - The website, through its email system, serves as our primary means of communication and connection with all members. It contains our calendar of field trips and events, Enrichment program schedules and sign-ups, activities, club contact information, membership directory, business directory, forums, and classifieds. To stay up-to-date on various activities, it is essential that you opt-in to any forums that interest you, check the calendar frequently, and check the home page for important messages.
- **E-Alerts** - The e-alert system serves our community by broadcasting special and time sensitive announcements. If you are organizing an official BHEA activity or event which has been approved by the activities coordinator, please remember to send appropriate announcements to [ealert@bhea.net](mailto:ealert@bhea.net) for distribution. These e-alerts are distributed via email to the relevant sections of our membership.
- **The "Weekly Update"** - This is an automatically generated email with detailed information directly from our calendar at [www.bhea.net](http://www.bhea.net). This comes out every weekend.
- **Facebook\*** - We have five main Facebook groups that are only open to members (our regular *BHEA* members-only group, *BHEA High School*, *BHEA Middle School*, the *BHEA Official Marketplace*, and a group called *BHEA: High School Parents Info and Helpline*), as well as an official Facebook page that acts as our public "face." Most grade levels have their own groups, named some variation of "BHEA Class of..." We also have a *BHEA Learning Disabilities Group* and a *BHEA Special Needs* group. We also host a *BHEA Homeschool 101* group. Please note that, while closed and moderated, this group ministers to non-members as well as members, so out of concern for safety and security, no personal or group location info should ever be given there. Please read and observe all rules for the various groups.

All sale items, except for those related to a direct BHEA activity such as T-shirt fundraisers for a sports program, bake sales for the drama club, etc., should be posted only in the *BHEA Official Marketplace* group. Any classes, events, or items related to a MLM program (essential oils, Usborne Books, etc.) may only be posted in the *Marketplace*.

If you are offering an event relevant to homeschooling such as a club, camp, academic or extra-curricular classes, etc., please feel free to post in the main group as well as the marketplace group. Since the natural presumption is that all events posted on the BHEA page are official BHEA events, please do not create Facebook event pages for those non-BHEA events to which our members are invited on any of our group pages. Our page admins have been directed to delete such event pages to avoid confusion, misunderstandings, and disappointment. You may, however, make one post about an outside opportunity, but in doing so you must clearly communicate within the text or image on the post who the sponsor or organizer is and clarify that it is not an official BHEA event. Please note that posts promoting other co-ops and homeschool support groups are also limited to one time only.

*\* The purpose of these groups is to provide support to one another. Christian kindness should always rule. Please choose your words carefully and consider the tone of your messages. Please refrain from engaging in political discussion or endorsement, non-educational business promotion, excessive promotion of other co-ops and support groups, debates, or producing or extending controversy. If in doubt, contact an admin at [communications@bhea.net](mailto:communications@bhea.net). The board of directors maintains the right to ban or place individuals or the entire group under moderation at their discretion.*

## Field Trip Guidelines

One of the very best things about homeschooling is having the ability to occasionally drop everything and go adventuring! At BHEA, **anyone** can organize a field trip at any time. Some trips have space for hundreds of people, and others can support just a few. No matter the situation, here are just a few tips to maximize the fun for everyone involved.

- When scheduling a field trip or activity, please submit it for approval using the “submit new event” feature at the top of the calendar at **www.bhea.net**. It looks like a ‘+’ sign. You will be prompted through the system for required information. You will be notified by the Activity Coordinator about whether your activity has been approved as a BHEA-sanctioned event within 24 hours or so. While choosing a date, we would prefer you try to avoid conflicts within the demographic you are planning for, but occasional overlaps of field trips or club functions may be approved at the discretion of the Activity Coordinator.

*Note: Non-BHEA events, such as activities or fundraisers for other organizations, cannot be added to the calendar. If you wish to promote an outside event to BHEA members, please carefully review the guidelines for that in the “BHEA Communication System” section above.*

- BHEA field trips are available to all members, unless a specific age or group size restrictions are posted. See the *Attendance and Guest Policy* below before bringing non-member guests.
- All rules of behavior and dress will apply.
- Advance sign up is normally required; usually at the BHEA calendar at [www.bhea.net](http://www.bhea.net). When you sign up for a field trip, you become responsible for paying your family’s fee to attend. If a check bounces, you are responsible to pay any associated fees. If you have paid via PayPal and forgotten to use “friends and family”, any resulting fees are your responsibility – not the organizer’s. Payment methods are always determined by the organizer and listed within the signup description. If you do not personally use any of the methods offered, you can always ask if they will accept another. If they cannot flex to accommodate you, please understand that they are potentially dealing with many other people as well and they have evaluated the limits of what they can do. So please respond with kindness. Also, remember that you are always welcome to set up a second field trip at another time with different payment conditions.
- Parents are encouraged to attend field trips with their children. If your child must attend with another family, you are responsible for providing that family with emergency contact information.
- Be punctual. Your tardiness might hold up the entire group. If you are not on time and the field trip starts without you, it will be up to the venue to determine if you can still come in. If they do not allow you to enter, please don’t blame the organizer! We know this situation is always frustrating and disappointing, but please be nice.
- You are financially responsible for your field trip reservations. Please do not expect a refund if you must cancel. Please contact the field trip coordinator or adjust your reservation at the calendar if you will be unable to attend a trip you are registered for. If you have canceled early and conditions permit, you are welcome to find someone to take your family’s spot. Either way, it is very important that you adjust your reservation at the calendar/website and also inform the organizer of any relevant changes. Other families may be on a waiting list.
- Show respect to the organization, business, or venue in which the field trip has been organized. Our behavior informs the opinion of those we encounter about homeschooling and homeschoolers. Let’s be sure to leave a good impression, by following the rules, listening when representatives are speaking, and meeting any challenges with grace.



- All organizers are volunteers. They are busy homeschool parents just like you, so please be respectful of them and be sure to treat them with kindness – even when something about the trip has not worked out as intended or expected. After all, we want people to keep organizing fun field trips for us!
- Finally, please remember that all BHEA activities are optional and there is an inherent risk of illness or injury that you assume in anything your family chooses to take part in. However, we do our best to follow expert advice on how we can help our member families to stay safe. You can help us with that by carefully observing our Illness Policy (below). If you or a member of your family becomes ill or tests positive for Covid-19 after participating in a field trip, please contact the board of directors as soon as possible so that they can determine if other participating members need to be notified. As much as possible, we will keep your information private. BHEA is not responsible for any illness or injury resulting from field trips.

## Guidance for BHEA Clubs, Teams, and Groups

*BHEA is blessed with many groups, teams, and clubs, all started by members with an interest in enhancing the lives of our children. Thank you to those who already serve to provide quality extracurricular experiences in the BHEA community.*

### **Guidelines for Starting a New Club, Team, or Group within BHEA**

**Step 1:** If you wish to start a new official BHEA club, team or group, or if you are thinking about taking over leadership of an existing group, please request the document *Guidelines for BHEA Clubs, Teams, and Groups* from our activity coordinator at [activities@bhea.net](mailto:activities@bhea.net). This contains a lot of detailed information that we put together to assist you. Keep in mind that:

- By definition, all BHEA-related clubs, teams, and groups ultimately fall under the supervision of the Board of Directors. Therefore, the board is responsible for the final approval of all groups and group leaders serving in the BHEA community.
- All leaders of BHEA-related clubs, teams, and groups must be members in good standing. While anyone can recommend someone to leadership, only the board can confirm an appointment to leadership.
- The board of directors highly recommends that each group consider a policy of two-deep adult leadership.

**Step 2:** The next step is to organize a request and submit it to the board for review and approval (email it to [directors@bhea.net](mailto:directors@bhea.net)). The request should be as informative as possible and include:

1. The group, team, or club's name and purpose. If your new group is to be a chapter of a larger organization, please provide information about that.
2. The target sub-membership within BHEA, if applicable (e.g., preschool, teens, parents, etc.).
3. Proposed meeting days, times and location.
4. Leader(s) contact information (full name, email, and cell phone number).
5. Information about any fees associated with the team, group, or club. If there are fees, who will be responsible for keeping track of the money?
6. Information about any fundraising associated with this group, team, or club.
7. Any other pertinent information about the team, group, or club.

Please allow sufficient time for the board to review your request. You may also present your request in person, if you prefer, at one of our scheduled board meetings. If your request is approved, please follow the guidelines set out in the above-referenced document, *Guidelines for BHEA Clubs, Teams, and Groups*.

***Please direct any questions about these guidelines to [directors@bhea.net](mailto:directors@bhea.net).***

# **BHEA Adult Leadership, Behavior, Attendance, Guest, Illness, and Dress Policies**

*We sincerely desire that our children's behavior and dress in public and at group events will reflect Godly character. This behavior and dress policy is in effect for each and every BHEA event, unless otherwise stated. In every way, our adult members must lead by example.*

## **Guiding Principles for Adult Leadership of Children within BHEA:**

As a Christian-based organization, BHEA is committed to positively encouraging our students to reach their God-given potential. Whether you teach or assist an enrichment session, coach a team, sponsor a club, care for children in the nursery, or lead students in any way, BHEA expects leaders to treat children with the utmost respect and care.

The following are some guiding principles required as a leader within BHEA:

- Inspire and uplift our children to moral and academic excellence through positive, encouraging words, and attitudes.
- Recognize individual strengths and weaknesses. Affirm strengths and use positive feedback to address weaknesses.
- Seek to identify each student's unique potential and endeavor to help him grow and learn.
- Remember that each child entrusted to our leadership is never to be demeaned or belittled in any way. Rather, we are to build them up and motivate them through love, kindness, and patience.

## **Behavior Policy**

Demeanor and behavior should reflect Christian standards. Inappropriate behavior will be handled in this manner:

- Verbal correction will be given and parent contact will be made.
- Parents are expected to respond quickly and respectfully to verbal correction.
- If misbehavior continues after the verbal correction, the parent may be required to respond to written notification of the issue.
- Children misbehaving after these corrections are required to leave the event/session. BHEA will review participation privileges for those who are repeatedly asked to leave events.
- Refer to BHEA Enrichment Program Guidelines for additional behavior policy information pertaining to Enrichment Days and host venue rules.

## **Attendance and Guest Policy**

School-aged, non-homeschooled children of BHEA member families may not be at BHEA events, including enrichment sessions, held during normal school hours. They are welcome to attend BHEA events held on school holidays, breaks, or after school hours.

BHEA events are for BHEA members. Non-member homeschooled students, or families considering membership, may make a request of the Membership Coordinator to attend one BHEA function as guests before joining. Permission will be granted or denied at the discretion of the event coordinator, based on space or other considerations, and the Membership Coordinator will maintain records of such. Out of fairness to our members, any homeschooler attending more than one BHEA activity must join BHEA. Spring Formal does not count against that total. Exceptions to this may be considered on a case-by-case basis. Persons seeking an exception should appeal to the board of directors.



Current members may bring one guest (non-member homeschooled or public/private student) to an event with advance permission. Please note that some events may be designated “for members only” and guests will not be allowed.

It is not appropriate to bring a guest whose membership privileges have been revoked or suspended.

Guests, whether adult or child, must adhere to all behavioral and applicable dress codes.

## Illness Policy

If any member of your family who would be attending Enrichment sessions, field trips, or any other BHEA function is sick, please keep him or her home. We want your family to take the time to recover. This is one of the many blessings of homeschooling!

Here are a few general guidelines to use. If ANY of these apply, please do NOT attend any BHEA event:

- Fever within the previous 48 hours
- Vomiting or diarrhea within the previous 48 hours
- Questionable rash
- Infection/discharge in one or both eyes
- Persistent cough (this does not apply to allergy or asthma-related coughing)
- Positive COVID-19 Test within the past 5 days
- Lice

If you or a member of your family becomes ill or tests positive for Covid-19 after participating in a field trip, Enrichment Sessions, Dances or any BHEA Event please contact the board of directors as soon as possible so that they can determine whether other participating members need to be notified. As much as possible, we will keep your information private. We thank you for your cooperation in helping to keep all our children healthy. Please be advised that our decision to hold events or sessions is not dependent on any school system’s decision to close due to illness. We will announce our own illness closures, when applicable.

## Dress Code Policy

BHEA recognizes the diversity of beliefs within our membership and, out of a desire to be considerate of all, has developed a minimum standard for dress commensurate with that of area schools. The following policy applies to dress for all members – both parents and children - and their guests at any BHEA event.

***Violations of the dress policy are to be corrected immediately or you may be asked to leave the event. Membership privileges will be reviewed for those who are repeatedly asked to leave events.***

- In general, clothing should completely cover the body from armpits to mid-thighs (fingertip length when hands are at rest by sides).
- No midriff should show, even while raising arms or bending over.
- Sleeveless shirts should have straps at least 2 fingers wide.
- Please carefully select t-shirts appropriate to our group's Christ-centered beliefs.
- Skirts should be no shorter than 2 inches above knees.
- Any holes in clothing (such as jeans) should not be any higher than fingertip length (see above).
- If leggings are worn, they should be opaque. Tops worn with leggings should not be form-fitting and should be of a length to cover to the upper thigh, all the way around.
- Underwear should be worn, but not seen.
- Extreme fashions are not appropriate at BHEA functions.
- Swimwear should be limited to one-piece suits or tankinis for girls and swim trunks for boys.

**BHEA-sponsored athletic events (such as Cross Country or Field Day):** Appropriate athletic wear, including sports shorts that provide adequate coverage, may be worn.

**Dances:** We have special dress codes for our dances, and they are slightly different for regular dances than for the Spring Formal. You will find this information in the calendar descriptions and e-alerts for each specific event. Please do not purchase any clothing for the dances before reading the applicable code in its entirety.

**Halloween:** In recognition of the diversity of beliefs and traditions within the Christian community about Halloween and its observance, we respectfully request that there be NO costumes or clothing with Halloween symbols worn to any BHEA event, including Enrichment Days. We thank you for understanding.

*If you have any questions about the Dress Code Policy, please contact the BHEA Board of Directors by email at [directors@bhea.net](mailto:directors@bhea.net) for clarification.*

## Spring Formal Dance Guidelines

**Who may attend?** This event is for BHEA students who began the school year in grades 9 - 12 and who are at least 14 years old at the time of the dance. Guests must also be in at least the 9th grade, between the ages of 14 and 19. If you are bringing a guest who is not a member or alumni of BHEA, you are required to fill out a Guest Agreement Form in advance of the event and this must be turned in by the deadline set by the High School Coordinator.

Again, the Spring Formal is a special event for students in high school. It is for this reason, and because of the exorbitant cost of formal wear, that we require all participants to read the dress guidelines very carefully. The dress code will be made available months before the event and is quite detailed and will be strictly enforced for all attendees, including guests, and any parents in attendance. There are frequent additions and changes made to this code, so please do not assume you know the criteria already. Do not purchase formal wear until you have read the dress code in its entirety. **By purchasing your ticket, you are agreeing to abide by the Spring Formal Dress Code.**

*If you have any questions about the Spring Formal Guidelines or Spring Formal Dress Code (once it is released), please contact the BHEA Board of Directors by email at [directors@bhea.net](mailto:directors@bhea.net) for clarification.*

## BHEA Enrichment Program Guidelines 2022-2023

It is our desire at BHEA that your experience with our Enrichment program be filled with joy and good memories. The importance of proper conduct at our Enrichment Days cannot be underestimated. Because we may have differing views on what is considered appropriate behavior, we have provided some basic guidelines so that we may have unified standards for parents and children when we are together as a group. Remember, we are not only ambassadors for homeschooling wherever we go, but we are ambassadors for Christ, above all else.

First and foremost, each family is responsible for their own children. After that, we are all responsible to one another, and with this responsibility comes respect and common courtesy. Above all, we are to “Love the Lord your God with all your heart, all your mind, all your soul, and all your strength, and love your neighbor as yourself.”

***Please read the following guidelines carefully and understand that by paying the Enrichment Program Registration Fee, you agree to these guidelines and promise to uphold them. We ask that parents and students review these guidelines together, as well as the BHEA Handbook section entitled “BHEA Leadership, Behavior, Attendance, and Dress Policy”.***

### Conduct

We believe that as homeschooling parents, we are all working to instill in our children Christ-like behavior, a positive attitude, and a respect for authority. Conduct that is deemed inappropriate by instructors, parents, or church staff will not be tolerated.

Continued offenses by a student will result in the parent being required to attend sessions with the student. If inappropriate conduct persists, the student will not be allowed to continue in the BHEA Enrichment program. (Fees will not be refunded.)

Again, the responsibility for instructing children in proper behavior rests on each parent; however, there may be times when other parents or instructors may need to verbally correct (*not* corporally punish) a child if the parent is not available or if the parent is not responding.

### Disciplinary Procedures\*

1. The child will be given verbal correction by the parent and/or adult in authority. The child is expected to respond quickly and respectfully to verbal correction. If parents are unaware of, or are ignoring problem behavior, another parent or adult will address the misbehavior.
2. If the misbehavior continues after the verbal correction, the parent will be expected to address the issue with the child. The child may return to the session with the instructor’s permission.
3. If a child continues to misbehave, he or she will be required to leave the Enrichment Day. The BHEA Board of Directors will review Enrichment program privileges for those who are repeatedly asked to leave. Refunds will not be provided.

***\* BHEA reserves the right to adjust this procedure in extreme cases.***

### Examples of Behavior Warranting Verbal Discipline:

- Students being in “off limits” areas of the building and grounds.
- Disrespectful language and attitudes directed toward instructors, parents, or church staff.
- Loud voices and aggressive language and behavior, including cursing and inappropriate conversation, name calling, hitting, etc.
- Excessive displays of affection.
- Running in the hallway is NOT permitted. If a child continues running in the hallways, a parent will be asked to escort the child to each of his or her sessions.
- Dress code violations. Please refer to the BHEA Dress Code Policy for the standard dress code.

- Unwillingness to cooperate with the instructor.
- Damaging the church facility.
- Taking part in potentially destructive activities on the church grounds. (More instructions on facilities use follow.)
- Plagiarism and cheating.
- Littering.

## Family Work Commitment Policies

As a cooperative, volunteer-only program, we ask that all parents be prepared to jump in and stand in the gap whenever needs arise on Enrichment Days. That being said, there are specific duties that must be routinely met every hour. All participating families are responsible for a certain number of work commitments based on the number of sessions they are signed up for, as well as the number of days they participate. If a family participates in both days of Enrichment, they must contribute to both. Through this system, we each help to provide this amazing cooperative learning environment for our children as well as uphold the mission of BHEA to support homeschool families. Here's how it works:

- Families whose total enrollment is four sessions or less are required to contribute a minimum of one Family Work Commitment on the Enrichment Day or Days they are participating in. Families whose total enrollment exceeds four sessions are required to contribute two work commitments. Families who take sessions on both Enrichment days are required to serve on both days. For example: A family whose mom has signed up for one session and whose two children signed up for two sessions each in the Monday program is enrolled in a total of five sessions. Therefore, two work commitments must be fulfilled on Mondays. If another family has one child who is enrolled in one session on Monday and one session on Wednesday, that family must serve for one position on each of the days.
- It is essential that Family Work Commitments be taken seriously and executed diligently. If you know in advance that you will be unable to fulfill your service position on a given day – **including when your child's session during that hour is canceled** - you must first attempt to find a replacement from the list of substitutes that will be provided to you. After securing a replacement, you must contact the Enrichment Team by phone or text at 865-268-3832 and explain to the Enrichment Team member answering the phone that you will not be present and that you have either found or are seeking a replacement. Be sure to provide your full name, the name, day, and time of the work commitment you were scheduled to fulfill, and a number where you can be reached, as well as that of your replacement. For example: "This is Jane Doe. My number is 555-1234. I am scheduled to work in the nursery this Wednesday at 10:30. My replacement is Mary Poppins. Her contact number is 867-5309." *Posting on Facebook is not a valid means of communicating Family Work Commitment concerns to the Enrichment Team. Please text 865-268-3832.*
- If your family chooses not to honor its Family Work Commitment, we will ask that you set up a time before the next semester begins to meet with BHEA's Board of Directors and Enrichment team to discuss whether BHEA's Enrichment Program is still a good fit for your family.
- Families with an infant under 1 year old are given priority to serve their Family Work Commitment in the nursery.

## Family Work Commitment Opportunities:

Following is a sampling of the types of positions we must fill at each Enrichment Day. While you will be given the opportunity to sign up for your preferred Family Work Commitment, please be aware that the Enrichment Team makes the final assignments based on the overall needs of the program.

### Instructors:

- **Instructors:** Members who meet the criteria for instructing (i.e., BHEA fees paid, Family Work Commitments fulfilled, etc.) are eligible to submit proposals for sessions they would like to instruct. Due to

space, time, and programming considerations, not all session proposals will be accepted. Additionally, first-year instructors are limited to instructing no more than two sessions, including sessions in which one co-teaches. Being an instructor with our Enrichment program requires a great deal of dedication and time outside of our meeting hours each week. On days that you instruct you will not be required to fill an additional work position on that day. (If you instruct Monday and your children take sessions on Wednesday, for example, you will be placed in a work position during Wednesday sessions.)

- **Instructors' Assistants:** All sessions for grades 5 and below are required to have two-deep leadership. Assistants may be asked to do everything from helping a child complete a task to bathroom runs. Being an instructor's assistant in any elementary session (grades Pre-K through 5th grade) will be an hour-long commitment in each session you assist.
- **Roaming Monitors:** Monitors ensure that all members are using our host church in a respectful way. This position is not a seated position. You will be moving in hallways, stairs, restrooms, classrooms and the sanctuary as needed, helping students navigate to and from sessions and watching for conduct violations. Our host churches can have lots of nooks and crannies where children and teens do not need to be left unattended. Roaming monitors will also assist with cleaning doorknobs and other infection prevention measures. Since children may not accompany you in this position, nursery will be provided for children through 5 years of age.
- **Nursery Workers:** You will be watching toddlers play while holding, rocking, and changing babies. This job also involves sanitizing toys. Unlike most positions, nursery workers can't leave until all the babies are picked up. This is an ideal position for families with children under 5 years old whose older children can move safely from one session to the next. You will work in either the 0–2-year-old room or the 3–5-year-old room. This position is active but not as physically taxing as a roaming monitor or outside monitor.
- **Main Door Monitor:** This position is a security position. Children may not accompany you in this position. Nursery will be provided for children up to 5 years of age. This position is a seated position. You will be required to monitor the scan card station, watch for any person entering the building who does not have a scan card and issue visitor badges. You will need to be comfortable being assertive with recording members who have forgotten badges and with confronting potential intruders.
- **Outside Parking Monitor:** This position is a security position. Children may not accompany you in this position. Nursery will be provided for children up to 5 years of age. This position is a walking position. You will monitor the parking lot and outside areas of our host church.

## BHEA's Enrichment Program Illness Policy

Out of concern for the health and safety of our members, BHEA has long had an Illness Policy. This offers guidelines you may use to help decide whether your child should attend Enrichment sessions. You will find these guidelines on page 9 of the BHEA Handbook. Notice the guidelines specific to Covid-19, as we have made adjustments in response to new information and official guidance. Please be advised that our decision to hold sessions is not dependent on any school system's decision to close due to illness. We will announce our own illness closures, when applicable.

If you are unable to fulfill your Family Work Commitment because of illness, please find a replacement by following the process we have laid out in the section that pertains to that. However, if you are absolutely unable to locate a replacement and are sick, please contact the Enrichment Team at 865-268-3832 and do not come. Likewise, parents, please be understanding if an instructor needs to cancel due to illness.

We will try our best to have wipes and hand sanitizer available at Enrichment sessions, but we encourage you to bring your own to use throughout the building. Please remind your children to be extra diligent with hand washing (particularly before eating).

We appreciate your cooperation in helping to keep all our children as healthy as possible so that we can all continue to enjoy a fun and, hopefully, illness-free academic year.

## Mask Policies

- Mask policies are determined by the Board in accordance with expert recommendation, local infection rates, etc.
- **Only when a BHEA mask policy is in effect** will they be required inside the building during enrichment sessions. They are, however, always welcome.
- Masks will not be required outside even when a policy is implemented.
- Even if we are implementing a mask policy, you may certainly remove your mask to eat and drink. Please keep your mask-off time as brief as possible and maintain distance from others outside your family. You may also consider enjoying your snacks and lunch outside.

## Use of our Host Facility

We are so thankful to our host church for their hospitality. We want our presence to be a blessing to the staff and congregation, rather than a burden. As your children become comfortable in these beautiful surroundings, please remind them that we are to be respectful of both staff and facility. Take the time to greet church staff and thank them if you see them in the hallways. You might make someone's day!

### Inside Use:

- When the sanctuary is in use, please remember that it *is* a church sanctuary and should be respected as such. **NO FOOD IS ALLOWED IN THE SANCTUARY.** When the sanctuary is *not* in use by BHEA for chapel services or other prearranged activities, please do not enter unless it is for prayer and quiet meditation. Our host church has generously supplied plenty of other spaces for gathering, fellowshiping, childcare, nursing, etc.
- Because of the age of the elevator at our host church, we would prefer that it be used only when necessary. It is fine to use the elevator for wheelchairs, strollers, or overburdened teachers and parents. The elevator may not be used by children unless in the company of their parents.
- Please do not ask church staff to use the printer or copy machine in the church office.
- Do not call the church office for BHEA matters! If you need to contact someone on-site during an Enrichment Day, please call or text the Enrichment Team at 865-268-3832.
- The kitchen may be used by our members. You, as the parent, are responsible to clean up any mess, and wash, dry, and replace any dishes or utensils you or your children borrow. Families should bring their own paper products. *Please do not enter the kitchen when there is an Enrichment session in progress.* Due to our host church's Hospitality on the Hill ministry, there will be no kitchen access during the 4th Enrichment block on Mondays.
- Food and beverages may be consumed in the Fellowship Hall as needed. No food or drink can be taken into the sanctuary. Please clean up all spills, trash, and leftover food and deposit in the appropriate trash cans. Please do not have food or drink around padded chairs, including those in classrooms. Please see mask policy.
- No signs should be hung on the walls without permission of the Enrichment Team.
- Students should not climb on furniture, run in halls, slide down railings, dangle from the stairwells, jump over fences, or climb onto the roof.
- The use of skateboards, roller blades, bikes, scooters, etc., is not allowed on the premises.



- Smoking is not allowed on the premises.
- Please always pick up trash that you see on the floors, tables, and grounds. We want to leave the church cleaner than when we arrived!

#### **Outside Use:**

- Children under 11 years of age should always be under direct adult supervision while outdoors, including when walking in the parking lot.
- Please use extreme caution as you drive through the parking lot as children are often present.
- Please remind your students often not to run in the parking lot and to look both ways. We have teen drivers.
- Please leave skateboards, bicycles, roller blades, and scooters at home. Our parking lot is too congested to ride them safely.
- The playground is for children under 11. Reminder: Children under 11 must always be under direct adult supervision while outdoors.
- Please remember that if you, your child/ren, or your teens leave the property to take a walk, visit Parks and Recreation across the street, or go to play at the park just down the street, our security plan ends at the boundaries of church property.

***Incidents of misconduct or other behavior deemed disrespectful to the church in which we are guests, may result in a loss of certain privileges. Parents, please make sure your children are properly supervised. Consequences for violations will be enforced.***

## **Lunch Policy**

- While some of our clubs and teams occasionally hold fundraising lunches (always taking orders well in advance), we do not generally provide lunch. We encourage you to bring your lunch to Enrichment Days. It is a great time to socialize and make new friends. Picnic blankets and camp chairs are welcome in the church yard and playground.
- Lunch time is 11:50 to 12:30 on Mondays. There will be no lunch time on Wednesdays. However, you are welcome to eat at any time on either day.
- Children must be supervised by their parents during the lunch period. The Fellowship Hall is a perfect place to eat. *Please note that our host church would appreciate the use of non-padded chairs only for eating and drinking. No food or drink is permitted in the sanctuary.*
- When you and your children are finished eating, please pick up your trash and put it in the trash cans provided and clean up any mess that has been made.

## **Drop-off Policy**

- Children under 16 years of age may NOT be dropped off, nor may they be left in the care of older siblings of school age.
- In the case of an emergency, another adult may be your child's temporary guardian while at Enrichment. Please complete the proper paperwork with the Enrichment Team. ***Note: This is a temporary form for all or part of one day only. It is not in effect beyond the date on the form. It may only be used twice per semester.***

- If your student is over 16 and is dropped off or drives him/herself, it is your responsibility to set rules for your student about whether or not he/she is allowed to leave the building, either alone or with other students. No other adult is responsible for stopping them from leaving.
- Due to fire code regulations, all Enrichment participants **MUST** be out of the building 15 minutes after the last session of the day.

## Nursery Guidelines

- Nursery care for young children is available exclusively for those who are instructors, their assistants, and those performing their Family Work Commitment.
- Due to the limited volunteer-to-child ratio, except for the time in which you are serving out your Family Work Commitment, the nursery is *not* available to care for your child/ren.
- The nursery rooms can be used as playrooms for parents to hang out with their very young children while older children participate in sessions. One room is for children ages 2 and under and the other is for children ages 3 to 5 years. Please choose the one which best fits your family's needs. This is a great place for moms to get to know one another while children play, learn, and make friends.

## Scan Card Policy

For the safety and security of all our Enrichment families, BHEA utilizes a scan card process for entry and exit of our host church. These scan cards are created for new families at the Gear-up meetings. Returning families who need to update or replace cards may also do that at the meeting.

- Each family member, including infants, must have a scan card to attend Enrichment Days.
- All members must wear the scan card in full view on a lanyard around the neck or clipped to the upper chest. This must be worn the entire time one is on campus. Please do not allow your children to clip it at their waist, wear it around their wrist, or place in their pocket. For safety reasons, it must be immediately visible to anyone scanning any room or hall. Children under 3 may have their scan card affixed to a diaper bag or carried by their parent.
- If you have forgotten your scan card, please stop at the front desk to ask for a visitor card.
- After 3 times of forgetting a family member's scan card ID, we will automatically issue you a replacement card (for \$5 each).
- If you have lost a scan card and need to purchase a replacement, you may do so for \$5.
- When your student reaches the age of 16, please see the Enrichment Team for an updated scan card.

## What Does Your Enrichment Program Registration Fee Cover?

- Facility usage fee
- Enrichment website license fees
- Extra paper products (paper towels, toilet paper) and trash bags
- Scan cards and readers
- Replacement of well-used items (chairs, tables, kitchen towels, white boards, electronics)

# Enrichment Program Refund and Cancellation Policy

## Voluntary Withdrawals

- If a parent voluntarily withdraws a student from a session *prior* to the beginning of the second meeting of that session, the parent shall be given a refund of the session fee, less expenses of the instructor. This amount will be determined at the discretion of the instructor.
- If the student is withdrawn from the session *after* the beginning of the second meeting, no refund should be expected.
- While we encourage parents to speak with instructors before removing their child from any sessions, please be advised that parents must themselves log in and manually drop the session or sessions from their family schedule. This is not the responsibility of the instructor.

## Enrichment Program Registration Fee Refunds

Families may also request a refund of their Enrichment Program Registration Fee (\$50) after manually dropping each child's session or sessions from the family schedule and contacting the BHEA Treasurer prior to the beginning of the second meeting of any sessions. Contact the BHEA Treasurer at [treasurer@bhea.net](mailto:treasurer@bhea.net).

## In the Event of a Program Cancellation

In the event BHEA must cancel the semester for reasons beyond its control - as determined by its board of directors - the percentage of completed session meetings will have an impact in determining whether there is a refund, as well as the amount of the refund. Also, please note that the only instructors who can issue refunds are those who do NOT have the ability to continue their sessions in any way and have funds remaining after purchasing supplies. If the semester is cancelled on or following 11 of the 14 session meetings for Monday sessions, there will be no refund. For Wednesday sessions, if the cancellation occurs on or following 7 of the 10 session meetings, there will be no refund given.

## Plans for How to End Sessions After an Unavoidable Program Cancellation

Because of the uncertainty of the times we are living in, our instructors have been asked to develop transparent contingency plans so that you can have some idea of what to expect should a cancellation have to occur. You will find each instructor's individual plans for finishing or ending the semester within his or her session description. Examples of plans that could be implemented include, but are not limited to, Zoom calls, weekly email with assignments and/or educational links, Google classroom, pick-up, or delivery of assignments/activities, etc. Please evaluate this information before making your session selections.

***BHEA's Family Membership Fee of \$25 is not refundable.***

## **2022-2023 BHEA Enrichment Program Parent and Student Responsibility Agreement\***

*The BHEA Enrichment Program is a cooperative effort among BHEA families. This document is a summary of the guidelines we have set to help our program run smoothly and safely.*

*Please read this form with your children.*

1. I understand BHEA is a volunteer organization and that there are no paid positions. The Enrichment program is maintained by a team of busy parents, just like me. I resolve to handle any offenses with grace and in the spirit of Matthew 18:15, always seeking a resolution that preserves the unity of the group.
2. As members of a volunteer organization, we each have an obligation to help when it is needed and to serve with a glad heart. I will do my best to fill in when needs arise.
3. BHEA is a Christian-based organization; however, instructors are not required to sign a statement of faith. I understand that it is my responsibility to read each instructor's session description and bio and to make decisions appropriate for my own family.
4. I have read all BHEA Conduct Guidelines with my child(ren), including the Dress Code Policy from the BHEA Handbook. I understand that I am responsible for helping my child to behave respectfully and courteously.
5. I understand that, as a BHEA member, I should help remind ALL BHEA children to be courteous and respectful on the host church property.
6. I realize that I will be financially responsible for any damages caused by deliberate acts of negligence by my child to the building or its equipment.
7. I understand that my non-homeschooled children (if any) cannot attend any BHEA events – including Enrichment Days – during regular school hours.
8. I am aware that BHEA uses a scan card process for entry to and exit from our Enrichment host church. I agree to wear my scan card visibly throughout the entire time that I am on campus and will ensure that my children do so as well. Replacement cost of scan cards is \$5 each, and I agree to pay this amount if a card is lost or forgotten more than 3 times in a semester.
9. I understand that I am required to perform the Family Work Commitment that I am assigned. The amount of time I serve is determined by the total number of sessions that I and my children are taking and/or the number of Enrichment Days in which we are participating. If I am unable to fulfill my obligation on a given day, I will follow the process laid out to secure a replacement, reporting all the pertinent information to the Enrichment Team at 865-268-3832.
10. I have read BHEA's Illness Policy on page 9 of the BHEA Handbook and agree to stay home if I am ill or keep my child at home if he or she is ill.
11. I understand that children under age 16 may not be dropped off unless I have an emergency. In case of emergency, I will find an adult to be my child's temporary guardian and will fill out the proper paperwork with the Enrichment Team. I understand that this is a temporary form for all or part of one day only. It may only be used twice per semester.
12. If I have children ages 16 or older, I understand that it is my responsibility to set rules with my children about whether they are allowed to leave the building at lunch or between sessions — either by themselves or with other students. No other adult is responsible for stopping them from leaving.
13. I understand that my family MUST be out of the building 15 minutes after the last session of the day.

***\* By paying the Enrichment Program Registration Fee, you are agreeing to the ALL of the above  
Enrichment Program Guidelines.***

# **Bylaws for Blount Home Education Association, Inc.**

## **ARTICLE I. IDENTIFICATION**

### **Section 1.01. NAME**

This non-profit, non-stock Membership Corporation is known as Blount Home Education Association Inc. ("BHEA").

### **Section 1.02. RELIGIOUS ORIENTATION**

ALL officers, programs, meetings and facility use of BHEA shall be governed by Christian principles as set forth in the Bible and as defined by the Ten Commandments.

## **ARTICLE II. PURPOSE**

### **Section 2.01. PURPOSE**

BHEA is a regional member-supported organization dedicated to providing support, information and encouragement to homeschooling families. We seek to provide programs and activities that enrich the educational standards established by the family.

We propose that all our efforts be consistent with the following principles:

We place a strong emphasis on spiritual maturity and development of Christian character along with the other educational disciplines.

We seek to plan programs, classes and other activities for our children that support a Christ-centered education with a Biblical world and life view.

BHEA shall actively encourage public expressions of Christian faith such as prayer, personal testimonies, or Biblical teaching. BHEA shall not encourage public expressions of other religions.

## **ARTICLE III. MEMBERSHIP**

### **Section 3.01. MEMBERS**

BHEA is open to all homeschooling families with children preschool through high school age who are legally registered to homeschool as required by Tennessee law. Alumni of BHEA may also be members, as can the parents of graduated BHEA homeschooled children. All members are expected to respect and abide by the BHEA conduct and dress codes at all BHEA functions. BHEA does maintain the right to refuse, suspend, or rescind membership. While we strive to follow the purpose and mission of BHEA in all that we do, it must ultimately be the responsibility of the members to make individual choices concerning which instructors, leaders, classes, enrichment sessions, and/or activities are best for their family.

### **Section 3.02. DUES**

Membership dues for BHEA are and shall be determined by the board of directors and shall be payable at the time of registration. A membership card and handbook shall be made available. This handbook is a valuable tool containing essential information about membership. By paying membership dues, members are agreeing to adhere to the guidelines and policies contained within the handbook and these bylaws. Membership dues are annual, with the fee being determined on a year-to-year basis. Membership dues are on a per household basis. Membership runs from June 1<sup>st</sup> thru June 30<sup>th</sup> of the next year, regardless of when you join.

### **Section 3.03. MEMBERSHIP BENEFITS**

BHEA members may have access to BHEA-sponsored and/or associated activities. BHEA members shall have access to the e-alert system and other electronic media, and any other special publications. BHEA members shall have the opportunity to participate in business meetings and may request copies of all meeting summaries, and

financial reports. Additionally, it may be possible for BHEA members to attend BHEA Board of Director meetings; however, their ability to participate shall be determined by the board president on a case-by-case basis.

#### **Section 3.04. MEMBERSHIP RECORDS**

Membership records shall be kept for the sole purpose of matters related to this organization. No records shall be sold, published or distributed outside the organization, and the board of directors shall have access to these records at all times.

### **ARTICLE IV. MEETINGS**

#### **Section 4.01. SPECIAL MEETINGS**

Special meetings of the board of directors and the membership may be called at any time and for any purpose.

#### **Section 4.02. ANNUAL MEETING**

An annual meeting shall be held. The financial report will be available at these meetings.

#### **Section 4.03. NOTICE OF MEETINGS**

The date, hour, location and major purpose of defined meetings of the organization shall be announced in writing to members.

#### **Section 4.04. QUORUM / VOTING AT BHEA BOARD OF DIRECTORS MEETINGS**

At all meetings of the board of directors, the presence of 2/3 of the entire board shall be necessary and sufficient to constitute a quorum for the transaction of business, except as otherwise provided by law, by Articles of Incorporation, or by these bylaws. After reasonable efforts to reach consensus are made, all motions before the board are approved by a majority vote.

#### **Section 4.05. CONDUCT OF MEETINGS**

The president, and in his or her absence, the vice president, and in his or her absence, any director chosen by the directors present, shall call meetings of the board of directors to order and shall act as their chair of the meeting. The secretary of the Corporation shall act as secretary of all meetings of the board of directors, but in the absence of the secretary, the presiding officer may appoint any director present to serve as acting secretary.

#### **Section 4.06. VACANCIES**

A vacancy in any board of directors position because of death, resignation, removal, disqualification, or otherwise, shall be filled by the board of directors for the unexpired portion of the term.

### **ARTICLE V. BOARD OF DIRECTORS**

#### **Section 5.01. GENERAL POWERS AND NUMBERS.**

The affairs of the Organization shall be governed by the board of directors, which consists of seven (7) or more members. The BHEA Board of Directors may be chosen to represent, but not limited to the following members: president, vice president, secretary, treasurer, enrichment program coordinator, membership coordinator, ministry coordinator, teen activities coordinator, and activities coordinator.

#### **Section 5.02. QUALIFICATIONS**

All directors except for the initial board of directors shall be appointed by the board of directors. Each director elected to the board shall hold office a base term of three years, with the possibility of extending their term for one additional year upon approval of the board of directors (said term not to exceed four years of consecutive serve). After twelve months, a former board member is eligible to rejoin the board of directors. The directors by resolution may stagger the terms of elected directors. A director may be removed from office by affirmative vote of the majority of directors at a meeting of the board of directors. A director may resign at any time by filing his or her written resignation with the secretary of the corporation.



Officers and Directors shall be individuals striving to live Christ-centered lives focusing on a Biblical worldview and whose reputation of personal conduct is consistent with Biblical standards. They must also be currently homeschooling or be the parent of a graduated homeschooler. Spouses from the same family or household may not serve at the same time. While we feel it is important that BHEA leaders share similar Christian beliefs, BHEA will not have any type of written or verbal statement of faith to which all potential leaders must agree. The standard for a prospective member's Christianity shall be by his/her personal profession of faith. A minimum of three (3) years of membership in BHEA is a prerequisite for service on the Board.

### **Section 5.03. COMPENSATION**

The members of the board shall serve without compensation.

## **ARTICLE VI. OFFICERS**

### **Section 6.01. NUMBER**

The principal officers of the corporation shall be president, vice president, secretary, and a treasurer. With the exception of the treasurer (which is a coordinator position) each principal officer shall be elected from within the body of the board of directors by the board of directors annually. No person shall serve in more than one office at any time, except that one person may serve as secretary-treasurer.

### **Section 6.02. PRESIDENT**

The president shall be the principal Executive Officer of the corporation and, subject to the control of the board of directors, shall in general supervise and control all business affairs of the corporation. He or she shall, when present, preside at all meetings of the board of directors. He or she shall have authority to sign, execute and acknowledge, on behalf of the corporation, all contracts, reports and all other documents or instruments necessary or proper to be executed in the course of the corporation's regular business, as authorized by resolution of the board of directors. The president may authorize the vice president or other officer or agent of the corporation to sign, execute, and/or acknowledge such documents or instruments in his or her place and stead. In general he or she shall perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time.

### **Section 6.03. VICE PRESIDENT**

In the absence of the President or in the event of his or her death, inability or refusal to act, or in the event for any reason it shall be impracticable for the President to act personally, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall perform such other duties and have such authority as from time to time may be delegated or assigned to him or her by the president or by the board of directors. The execution of an instrument of the corporation by the vice president shall be conclusive evidence, as to third parties, of his or her authority to act in the stead of the president.

### **Section 6.04. SECRETARY**

The secretary shall keep all the minutes of the meetings of the members and of the board of directors in one or more formats that can be readily accessed by the board of directors; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; in general perform all duties incident to the office of secretary and have such duties and exercise such authority as from time to time may be delegated or assigned to him or her by the president or by the board of directors.

### **Section 6.05. TREASURER**

The treasurer shall have charge and custody of and be responsible for all funds, securities, and records of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever; and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors and in general perform all of the duties incident to the office of treasurer and have such other duties and exercise such other authority as from time to time may be delegated or assigned to

him or her by the president or by the board of directors. If required by the board of directors, the treasurer shall give bond for the faithful discharge of his or duties in such sum and with such sureties as the board of directors shall determine.

## **ARTICLE VII. CONTRACTS, LOANS, CHECKS AND DEPOSITS**

### **Section 7.01. CONTRACTS.**

The board of directors may authorize any officer or officers, agent or agents, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the corporation, and such authorization may be general or confined to special instances. In absence of other designation, all deeds, mortgages, and instruments of assignment or pledge made by the corporation shall be executed in the name of the corporation by the president or the vice president, and by the secretary or the treasurer.

### **Section 7.02. LOANS.**

No indebtedness for borrowed money shall be contracted on behalf of the corporation and no evidences of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the board of directors. Such authorization may be general or confined to special instances.

### **Section 7.03. CHECKS, DRAFTS, ETC.**

All checks, drafts, or money orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agents or agents of the corporation and in such manner as shall from time to time be determined by or under the authority of a resolution of the board of directors.

### **Section 7.04. DEPOSITS.**

All funds of the corporation not otherwise employed shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies, or other depositories as may be selected, and shall be drawn from such accounts only by check or other order of payment of money signed by such persons, and in such manner, by or under the authority of a resolution of the board of directors.

## **ARTICLE VIII. FISCAL YEAR**

The corporation's fiscal year shall be from August 1 through July 31.

## **ARTICLE IX. DISSOLUTION**

If the corporation dissolves, its assets, after payment of legitimate debts, shall be distributed to an organization or organizations that qualifies under 501(c)(3) of the Internal Revenue Code, and not to any private individual or individuals. This distribution of the assets will be determined by a majority vote of the sitting board of directors.

## **ARTICLE X. AMENDMENTS**

The board of directors may from time to time by vote of the board, adopt, amend, or repeal any and all of the bylaws of this corporation.

*The foregoing bylaws constitute the bylaws of Blount Home Education Association Inc. (BHEA) as adopted by resolution at a meeting of the original board of directors held on February 21, 2013, in Blount County, TN, and revised on February 1, 2020, in Blount County, TN.*