

## BYLAWS OF SWEH HOMESCHOOL GROUP

### ARTICLE I:

#### Name

Springfield Well Educated Heart (SWEH)

### ARTICLE II:

#### Mission Statement

Springfield Well-Educated Heart (SWEH) is a homeschool co-operative for families committed to building community, a place for lasting and wholesome friendships to form, where lifelong learning is developed in both parents and children, and diversity is valued for the richness it lends to our collective experience. SWEH couples this community with the study of the fine arts and nature study as a primary tool to develop lifelong learners.

### ARTICLE III:

#### Offerings

1. SWEH provides enrichment activities which utilize nature study and the arts which include storytelling, artwork, music, poetry and are inclusive to all people. The subject content is chosen from the SWEH resources library and the rotation schedule.
  - a) Activities include nature study, choir, playing instruments, plays or impromptu theater, dances, note booking sessions, poetry tea times, making crafts, listening to stories, telling stories, talent shows, instruction in drawing, painting, nature journaling or knitting, writing workshops, math workshops, book discussions, games, service activities, field trips, gardening, and art and music appreciation.
  - b) SWEH utilizes a rotation schedule as a guide for activities and the yearly schedule. The rotation schedule is a 12-month course of study that involves the whole world and various topics of nature. The entire library and the resources we will use in this group can be found at <https://springfieldwelleducatedheart.org/>
  - c) Other activity offerings and resources may be added subject to President approval. Once there is a minimum of 10 families participating in SWEH, this responsibility shifts to the Board.

(Amended November 2022)

2. Planning Meetings: A Planning Meeting will be provided in the month of July prior to the school year to discuss and plan the activities provided in the year and general business of the co-op. Parental involvement for the class will be discussed at this meeting as well. All mothers with children involved in SWEH must attend the July Planning Meeting. A second planning meeting will be held in November where general business, the activities for the remainder of the year, any changes made to activities from the previous planning meeting and parental involvement for the class will be discussed. The November planning meeting is optional. (Amended November 2022)
3. Mothers Meetings: Additionally, monthly meetings exclusively for mothers are held. At these meetings we discuss wholesome books, homeschool philosophy, and family culture. These meetings are meant to uplift, strengthen, and inspire. At times, the needs of the group

are discussed at these meetings. Mothers Meetings are also open to friends searching out homeschooling options and are for the purpose of enriching and supporting the homeschool educator.

4. Childcare: While mothers mentor classes childcare may be provided to them by other mothers participating in SWEH on a volunteer basis.
5. Field Trips: Various field trips are offered throughout the year. The entire family is invited and encouraged to attend field trips. A Field Trip Committee plans and executes the field trips.
6. Parties: Various parties are offered throughout the year. The entire family is invited and encouraged to attend parties. A Party Committee plans and executes the parties.

#### ARTICLE IV: Membership

1. A mother must be an active member of SWEH for her children to participate in any of the group's activities.
2. An active member means being involved as best as their personal circumstances allow. At a minimum mothers should be involved in the activities in which their children participate. She should make herself available to serve any other needs SWEH may have for optimal functionality.
3. A mother may be exempt from participating in an activity on a case-by-case basis only and only at the discretion of the sitting SWEH President.
4. It is asked that SWEH mothers participate in a committee or on the Board. All mothers should fill out a Position of Interest Form and submit it with a completed Family Info Sheet in May. Both forms are provided online at [springfieldwelleducatedheart.org/bylaws](http://springfieldwelleducatedheart.org/bylaws). If she does not turn in a Position of Interest Form, a position will be appointed to her. (Amended November 2022)
5. Meeting with the president is required before admittance to SWEH. Children of the prospective family are required to attend this meeting as well. (Amended November 2022)
6. Attendance at the July Annual Planning Meeting and attendance at a minimum of one Mothers Meeting during the year (August-May).
7. SWEH may need to enforce a limit of how many families join depending on the year or other extenuating circumstances. At a minimum, SWEH may welcome five new families a year. If a family leaves the group, a spot will open for another family to join. The maximum number of families that may be involved in SWEH is 30 families. (Amended November 2022)

ARTICLE V:  
Code of Behavior

1. Students must be respectful to their mentors and their rules.
2. Students must be respectful of the facilities and/or homes in which their classes take place and obey the rules there.
3. Students should leave all electronics at home unless requested by a mentor.

ARTICLE VI:  
Board of Directors

1. Board Members
  - President
  - Arts Activities Chair
  - Nature Study Chair
  - Gardening Chair
  - Field Trip Chair
  - Party Chair
  - Childcare Chair
2. Board Meetings:

When there is a minimum of 10 families participating in SWEH, then regular Board Meetings should be held at a minimum of 4 times in the school year. Records of these meetings should be kept through an agenda and minutes. Roberts Rules will be utilized to provide structure for board meetings. The President will remain an impartial member and lead the board meetings. (Amended November 2022)
3. Qualifications
  - a) President- Must be chosen from the current SWEH Board. If no one is available from the Board, the position of President will become available to the SWEH members that have been members of SWEH for 1 year and have completed the Well-Educated Heart Catch the Vision Introductory Course. (Amended November 2022)
  - b) Arts Activities Chair- Must be a member of SWEH and have a child participating in the activities they are chair over. Must have completed the Well-Educated Heart Catch the Vision Introductory Course.
  - c) Nature Study Chair- Must be a member of SWEH and have a child participating in the activities they are chair over. Must have completed the Well-Educated Heart Catch the Vision Introductory Course. (Amended November 2022)
  - d) Gardening Chair- Must be a member of SWEH and have a child participating in the activities they are chair over.
  - e) Field Trip Chair- Must be a member of SWEH.
  - f) Party Chair – Must be a member of SWEH.

- g) Childcare Chair – Must be a member of SWEH. Must have completed the Well-Educated Heart Catch the Vision Introductory Course. (Amended November 2022)
4. Term Limits
    - a) Each Board position has a one-year term limit.
    - b) Board member terms may be served by the same person consecutively.
    - c) The position of president may be served by the same person consecutively.
  5. Vacancy
    - a) If the President is unable to complete the school year in her position for any reason, a new President from the then existing Board will be voted in by the SWEH body at a special Mother’s Meeting. The new President will fill any vacant positions if the Board feels necessary.
    - b) If the Secretary or Treasurer are unable to complete the school year in their positions for whatever reason, they must give ample time, if possible, to the President so that she may appoint their replacement.
    - c) If a Chair is unable to complete the school year in their position for any reason, that Chair will choose one of her committee members to replace her. The replacement Chair will appoint a replacement Committee member if her committee feels necessary.
  6. Removal: Any Board member may be removed by majority vote of the remaining Board members for failure to act in the best interests of SWEH Homeschool Group, or lack of sympathy to SWEH’s stated purpose.
  7. Voting: If there is a tie vote, then the President may vote to break the tie. (Amended November 2022)

ARTICLE VII:  
Committees

1. Committee Members
  - Activities Committee Members
  - Nature Study Committee Members
  - Gardening Committee Members
  - Field Trip Committee Members
  - Party Committee Members
  - Childcare Committee Members
1. Committee Meetings: Committee Meetings are held by the Committee Chair as often as they see fit. They may choose to plan with their committee either in person or via other communication. The meetings should help the Chair feel prepared to report at Board Meetings.

2. Qualifications: All Committee Members must be members of SWEH.
3. Term Limits:
  - a) Each Committee position has a one-year limit and must be newly appointed each year.
  - b) Committee positions may be served by the same person consecutively.
4. Vacancy: If a committee member is unable to complete the school year in their position for whatever reason, they must give ample time if at all possible to the Chair so that she may delegate any responsibilities that member may have had and appoint her replacement from the available SWEH body if seen fit.
5. Removal: Any Committee member may be removed by majority vote of the Board if the remaining Committee members prove that member's failure to act in the best interests of SWEH Homeschool Group, or lack of sympathy to SWEH's stated purpose.

ARTICLE VIII:  
Election Procedures

1. Board of Directors Election:

- a) President- The President of the Board is voted in at the May Mother's Meeting. Absence from this meeting will not exempt a mother from being voted into this position. In the event that only one person is on the ballot, that member will be appointed rather than voted upon.
- b) For the remaining Board members, Position of Interest Forms are provided in May and are to be filled out and submitted by the end of May. These members include:
  - Arts Activities Chair
  - Nature Study Chair
  - Gardening Chair
  - Field Trip Chair
  - Party Chair
  - Childcare Chair
  - i. Arts Activities Chair – Must have completed the Well-Educated Heart Catch the Vision Introductory Course. Is chosen by the President from the submitted Position of Interest Forms.
  - ii. Nature Study Chair - Must have completed the Well-Educated Heart Catch the Vision Introductory Course. Is chosen by the President from the submitted Position of Interest Forms. (Amended November 2022)
  - iii. Gardening Chair - Is chosen by the President from the submitted Position of Interest Forms.
  - iv. Field Trip Chair- Is chosen by the President from the submitted Position of Interest Forms.
  - v. Party Chair- Is chosen by the President from the submitted Position of Interest Forms.

- vi. Childcare Chair - Must have completed the Well-Educated Heart Catch the Vision Introductory Course. Is chosen by the President from the submitted Position of Interest Forms. (Amended November 2022)
- c) If a new president has been appointed or elected, then the newly elected president will appoint positions that need to be filled. (Amended November 2022)
- d) If no interest has been shown for any position, the President will appoint that position from the available SWEH body.
- e) All Board positions must be chosen and have been accepted no later than the end of May.

## 2. Committees Election:

- a) Arts Activities Committee - The Activities Chair will appoint 1-3 committee members from those attending the Well-Educated Heart Catch the Vision Introductory Course.
- b) Nature Study Chair - The Activities Chair will appoint 1-3 committee members.
- c) Gardening Chair - The Activities Chair will appoint 1-3 committee members.
- d) Field Trip Committee- The Field Trip Chair will appoint 1-3 committee members.
- e) Party Committee- The Party Chair will appoint 1-3 committee members.
- f) Childcare Committee- The Party Chair will appoint 1-3 committee members.
- g) All Chairs should give priority to those who have shown interest through the Position of Interest Forms when appointing Committee positions.
- h) All appointed Committee positions must be chosen and have been accepted by the appointees no later than the end of May.

## ARTICLE IX:

### Duties of Offices

1. President- Preserves vision of SWEH. Cares about the concerns and welfare of all SWEH members. Conducts Board Meetings as often as sees fit. Consults and utilizes their board. Appoints or fills positions that need to be filled. Plans Mothers and Planning Meetings with the Board. Becomes SWEH website Admin. Keeps track of its members and paperwork. Coordinates meeting location for the planned activities. Coordinates announcements to group throughout their term. Interviews prospective families interested in joining. May delegate administrative responsibilities to Secretary. (Amended November 2022)
2. Secretary – Assists president in administrative responsibilities. Responsibilities may differ each year depending on the needs of the president. Attends and takes notes at board meeting and planning meeting. (Amended November 2022)
3. Treasurer- Prepares a budget which is discussed and approved by the Board. Collects funds from SWEH body. Distributes funds to Committee members and all SWEH mentors who provide a Reimbursement Form. Keeps track of all SWEH funds and their usage with an itemized record. Attend and report at Board Meetings.
4. Arts Activities Chair - May appoint committee members. Oversees SWEH rotation schedule and plans weekly arts activities. Presents their planned arts activities at the July Mothers Planning Meeting prior to the school year. Leads Arts Activities each week (may be

delegated to a committee member if unable to attend). Attend and report at Board meetings, (may be delegated to a committee member if unable to attend). Coordinates and leads the Well-Educated Heart Catch the Vision Introductory Course monthly meetings for members taking part in the training.

5. Well-Educated Heart Catch the Vision Introductory Course – This is a training position for the Arts Activities Chair, Nature Study Chair, and Childcare Chair. Members participating in this course shadow and assist the Arts Activities Chair. Members participating in this course meet monthly to discuss the vision of SWEH utilizing the Well-Educated Heart Catch the Vision Introductory Course. (Amended November 2022)
6. Nature Study Chair - May appoint committee members. Oversees SWEH nature rotation schedule and plans weekly nature study activities. Presents their planned nature study activities at the July Mothers Planning Meeting prior to the school year. Leads weekly Nature Study activities (may be delegated to a committee member if unable to attend). Attend and report at Board meetings, (may be delegated to a committee member if unable to attend). Must have completed the Well-Educated Heart Catch the Vision Introductory Course. (Amended November 2022)
7. Gardening Chair - May appoint committee members. Corresponds with Springfield Botanical Gardens personnel concerning garden plot. Oversees SWEH garden plot schedule, plans weekly gardening activities, and leads gardening activities. Presents their planned gardening activities at the July Mothers Planning Meeting prior to the school year. Delegates maintenance schedule for garden plot during the summer months and must maintain garden plot in their personal time if unable to delegate. Attend and report at Board meetings. May delegate responsibilities to a committee member if unable to attend.
8. Field Trip Chair- May appoint committee members. Presents their planned field trips at the July Mothers Planning Meeting prior to the school year. Plan and execute field trips with Committee throughout the year. Provides all field trip related information to SWEH president 1 month prior to the field trip to be posted to the SWEH communication platform, (may be delegated to Committee members). Collect funds from SWEH members if necessary for field trips with a cost, (may be delegated to a committee member). Attend and report to Board Meetings, (may be delegated to Committee member if unable to attend).
9. Party Chair- May appoint committee members. Plan and execute four parties throughout the year. Fall Party (September), Thanksgiving Party (November), Valentine’s Day Party (February), Summer Celebration (June or July). Parties may change according to Committee suggestions but must be approved by the Board. Use appropriate funds and submit Reimbursement Forms. Attend and report to Board Meetings, (may be delegated to a committee member if unable to attend). (Amended November 2022)
10. Childcare Chair - May appoint committee members. For children typically ages 3 and under who cannot participate in SWEH activities and whose parents are leading other activities. Plans activities suitable for toddlers. Presents their planned arts activities at the July Mothers Planning Meeting prior to the school year. Leads toddler activities each week (may be

delegated to a committee member). Must have completed the Well-Educated Heart Catch the Vision Introductory Course. (Amended November 2022)

#### ARTICLE X:

##### Fees

1. Family Fee- Family Fees are variable depending upon the needs of the group. Covers the cost for an entire family. Pays for general purposes of the group. Specific details can be accounted for upon request. Fee is due with the submission of a Family Info Sheet.
2. Activity Fees- Activity fees are variable depending upon the needs of the activity. Information regarding all class fees may be found in the July planning meeting, including due dates and late fees. (Amended November 2022)
3. All fees are paid to the treasurer.
4. All fees are non-refundable, unless extreme extenuating circumstances occur, i.e., move, no longer homeschooling, etc.

#### ARTICLE XI:

##### Amendment Clause

The President has the power to amend, alter, make, and repeal the bylaws of SWEH Homeschool Group when circumstances arise. Once there is a minimum of 10 families participating in SWEH, this responsibility shifts to the Board and the Board then has the power to amend, alter, make, and repeal the bylaws of SWEH Homeschool Group with a three-fourth's majority vote from the Board when circumstances arise. Major decisions should take into consideration and consult the entire SWEH body before being voted on by the Board.

#### ARTICLE XII:

##### Waiver of Liability

In consideration for being allowed to participate in SWEH Homeschool Group, I release from liability and waive my right to sue SWEH, or any of its members from any and all claims, including claims relating to any type of physical injury, illness, economic loss, or incident that I, my children, or anyone accompanying us may suffer resulting from participation in any SWEH class or activity, travel to and from classes and activities, or any events incidental to SWEH related activities.

#### ARTICLE XIII:

##### Sick Policy

Under no circumstances may a parent bring a sick child to activities. If the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVING OF CHILD FROM ACTIVITIES) or is unable to participate in the normal routine and regular activities, the family may be dismissed from that day's activities.

Symptoms requiring removal of child from activities:



- Fever: Fever is defined as having a temperature of 100.4°F or higher (a child needs to be fever free for a minimum of 24 hours before returning to activities, that means the child is fever free without the aid of any fever reducing substance.)
- Diarrhea: Note: please do not bring your child if they have had loose stools within the last 4 hours.
- Vomiting. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, hacking or continuous coughing.

#### ARTICLE XIV:

##### Cancellation Policy

SWEH may be cancelled due to inclement weather. During the winter this may include snow or ice storms and, in the spring, and fall may include severe thunderstorms and flooding. If local schools are cancelled due to weather conditions on the day designated to meet for SWEH, then SWEH will also be cancelled for that day.