

Forsyth Home Educators Board – Policy and Procedures

I. Board Structure:

- A. The FHE Board comprises 9 members, subject to change based on membership needs.
- B. The FHE Board should have no fewer than 3 Members at Large. Additional Members at Large positions should be considered when the ratio of Members at Large to family memberships is 1:150.
- C. All members contribute to decision-making, discussions, and voting.
- D. FHE Board members are not paid for their time or reimbursed mileage for carrying out their duties.
- E. The FHE Board currently employs a Webmaster contracted August 1 - July 31.

II. Board Guidelines:

- A. Members elected in May, serve August 1 to July 31.
- B. New members are announced via current communication channels.
- C. Required to sign, believe, and abide by the Statement of Faith and Adult Code of Conduct.
- D. New members are given a binder at the first meeting with essential information including:
 - 1. FHE Bylaws which includes the Statement of Faith
 - 2. FHE P&P
 - 3. FHE Adult Code of Conduct
 - 4. FHE Student Code of Conduct
 - 5. Liability Release for Students
 - 6. Previous year end of year report
 - 7. Filed IRS 990 form from most recent year
 - 8. Current year budget
 - 9. Calendar of current year planned events
 - 10. Listing of all email forwarders used by the Board
 - 11. Contact information for all Board members, webmaster, and regular volunteers
 - 12. Access to FHE Board shared Google drive for Board officers
- E. Read and assess for accuracy all reports, including minutes and financial reports, distributed prior to meetings
- F. Expected to fully participate in meetings and discussions.
- G. Members may be asked to resign after 3 missed meetings. Per FHE Bylaws, removal requires a 2/3 vote of the Board.
- H. Business may be conducted via email only at FHEBoard@NCFHE.org. No business should be conducted via text or other messaging platforms.

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III. Board Meetings

- A. No less than 10 monthly meetings are held from August 1 - July 31.
- B. Annual meeting calendar and subsequent changes should be agreed on by Board members.
- C. Additional meetings are held as needed.
- D. An annual planning meeting is held in spring for the purpose of:
 1. Reviewing current year events
 2. Planning next year events and calendar
 3. Establishing next year's budget
 4. Reviewing and updating FHE P&P as needed
 5. Assessing overall function of FHE
- E. In-person meetings, with online exceptions under special circumstances.
- F. FHE members are invited to attend
- G. Visitors will be asked to leave for closed sessions
- H. Content of closed session meetings are not to be discussed outside of Board meetings and closed session minutes are not available to the public.
- I. Monthly meetings are published on FHE communications channels at least 1 week in advance.

IV. Board Member Roles and Job Descriptions:

A. President:

1. Plans and leads monthly Board meetings.
2. Organizes the spring planning meeting.
3. Represents FHE to the community
4. Manages shared Google Drive for Board officers
5. Oversees and serves as a signor, along with the Sports Committee Chair and/or Vice President, for contracts of year-long employees in July including:
 - a) FHE Webmaster
 - b) FHE Sports Athletic Director
 - c) FHE Sports Assistant Athletic Director
 - d) FHE Sports Treasurer and Website Manager
6. Orients new board members

B. Vice-President:

1. Manages communication, newsletter, webmaster, and membership database including quarterly review of additional 1 family member email trial for 2024-25 year
2. Organize and manage member directory and business directory
3. Leads meetings in the President's absence.

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4. Manages shared Google Drive for Board officers
5. May serve as 1 of 2 signers on Truist general account along with the Treasurer
6. Serves as a signer for FHE Webmaster contract

C. Treasurer:

1. Manages fiscal year from August 1 to July 31
2. Manages bank account and debit card.
 - a) Truist General Account, serves as 1 of 2 signers on this account along with the Vice President or Secretary
 - b) Oversees the FHE Sports Treasurer who manages the Truist Sports Account
 - c) Serves as 1 of 2 signers for the FHE Sports account along with the FHE Sports Treasurer
3. Handles finances and pays employees
4. Prepares financial statements, tax documents, and budget.
5. Maintains 501(c)(3) status and oversees FHE post office box
6. 1 of 4 Managers of shared Google Drive for Board officers

D. Secretary:

1. Takes meeting minutes, and publishes to the Board before the next meeting.
2. Published a rough draft of the meeting agenda to the board 1 week prior to all planned meetings.
3. Guides nominations, committee recommendations, and elections
4. 1 of 4 managers of shared Google Drive for Board officers
5. Oversees printing of the membership list on 12/31 of each year and uploads it in PDF form to shared Google Drive.
6. May serve as 1 of 2 signers on Truist general account along with the Treasurer

E. Sports Liaison:

1. Attends Board and Sports Committee meetings.
2. Keeps the Board informed about sports activities.
3. Maintains working knowledge of both FHE and FHE sports committee policy and procedures to make sure they are consistent

F. Member-at-Large:

1. Duties may include but are not limited to:
 - a) Plans FHE events and oversees various activities
 - b) Manage social media

V. Yearly Activities

- A. Board oversees various yearly events including but not limited to:

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1. Memberwide events such as homeschool speakers or workshops
 2. Connections
 3. Drivers education
 4. Prom (Student Leadership)
 5. Graduation
 6. Homecoming Rally and Homecoming Dance (Student Leadership)
 7. See you at the Pole (Student Leadership)
 8. Field Day
 9. Fall festival
- B. Additional weekly and/or monthly events and occasional events can be led by FHE members with approval of the Board. Such events may include but are not limited to:
1. Chess Club
 2. Airsoft
 3. Game day
 4. CPR/First Aid Training
 5. Skating day
- C. All events will be attended by a Board member or designated host.
- D. All FHE sponsored events will be promoted through current communication channels
- E. Events will have an online registration

VI. Internet Presence and Communication

- A. FHE Board Maintains, administrates and moderates:
1. Public page for announcements and communication
 2. Private page for member discussion
 3. FHESports.org is managed by the FHE Sports Website Manager under the direction of the Sports Committee which serves under the FHE Board.
 4. FHE website
 5. Sends weekly and monthly communications
 6. Note: in 2024-25 year we will do a trial run of adding 1 additional email contact to each family membership.
- B. See attached Social Media Guidelines for Forsyth Home Educators' (FHE) Private Facebook Group Members & Public Facebook Page

VII. Membership

- A. Membership year from August 1 to July 31.
- B. No pro-rating
- C. Early bird special available.

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- D. For Section III.E.1 of the FHE Bylaws, the member in question will be notified in writing and will be given at least two weeks to provide a defense in writing or appear before the entire Board in person.
- E. Potential members can petition the Board in writing for financial scholarship of membership fees. Petitions can be made on another member's behalf.

VIII. Membership Benefits:

- A. FHE sports
- B. Planned activities
- C. Communication of FHE events and activities.
- D. Discounts for select activities are open to non-members
- E. Digital membership directory.
- F. Access to the members-only portion of the website.
- G. Access to business directory

IX. Board Nominations and Voting

- A. Committee recommendations are solicited along with Board nominations.
- B. In reference to FHE Bylaws IV.C.3, the form prescribed by the Board for both nominating Board members and recommending committee appointments as well as voting is Jotform. A link will be provided via current communication channels. Nominations and recommendations without a valid phone number or email for contact are void.
- C. The Vice president validates membership of all Board nominations and committee recommendations and provides a spreadsheet of the confirmed members, including contact information, to the Secretary.
- D. The Secretary contacts all nominees and recommendees to assess willingness and composes a ballot.
- E. The Vice President receives the confirmed ballot and creates a Jotform for member vote. A link will be provided via current communication channels.
- F. Two non Board trusted members are asked to count the member vote at the end of the voting period.
- G. Election results will first be communicated to winners and then via current communication channels to members.

X. Committees

- A. Per FHE Bylaws, the board may appoint committees as necessary for the operation of FHE. The Board must approve all committees and committee members each year. Policies and procedures of each committee, including FHE Athletic Handbook, must be submitted to the board for approval annually OR in the event of any proposed changes.

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B. Graduation Speaker Guidelines

1. Requirements

- a) Keep the charge to 15 minutes.
- b) Consider your audience. Speak to the graduates.
- c) Adhere to the FHE Statement of Faith.
<https://ncfhe.org/statement-of-faith/>
- d) Speak from the scripture, and make sure what you say is biblically sound.

2. Questions to Ask When Preparing the Graduation Charge:

- a) What do students need to hear?
- b) What can I say that has lasting value? Is it timeless?
- c) What encouragement can I offer to help students in their next stage of life (college, workforce, or ministry)?
- d) What does the scripture have to say about using your life for Christ?
- e) How can the students grow in their relationship with Christ/people in this next phase of life?
- f) Are academics or achievements of more value than studying God's word?
- g) How can students serve God's people if they're away at college?
- h) What role should prayer have in the student's life?
- i) What is man's chief goal regardless of the stage of life? (To glorify God!)
- j) Am I ultimately pointing the students to Christ?

XI. Bylaws Amendment

- A. Members submitting proposed changes should discuss them with the Board.
- B. Board decisions should be communicated back to the submitter within 6 weeks.
- C. Proposals will be evaluated based on the FHE Statement of Faith and Code of Conduct and compliance with North Carolina General Statutes (NCGS).

XII. Policy & Procedure Amendment

- A. Proposals to Policy and Procedure are approved by a simple majority of the Board.

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Social Media Guidelines for Forsyth Home Educators (FHE) Private Facebook Group Members & Public Facebook Page

Forsyth Home Educators' (FHE) Social Media accounts serve as a means of communication and collaboration. FHE's Public Facebook page and Instagram account(s) are used to share event details, announcements, and other important or helpful information from the board to our members and followers. The FHE Private Facebook Group named "FHE Member Discussion Board" is a collaborative space where members work together to further FHE's mission.

Members and followers must adhere to the following guidelines. Violations of this Code of Conduct may result in warnings, temporary suspensions, or removal from the community, as deemed appropriate by the moderator(s) and the FHE Board.

1. **Respectful Communication:** All members must engage in conversations with respect and courtesy. Avoid personal attacks, offensive language, as well as any form of discrimination.

2. **Relevance to Mission:** Keep discussions aligned with FHE's mission and goals. Avoid sharing unrelated content that may distract from FHE's purpose.

3. **Uphold Adult Code of Conduct:** Per FHE's bylaws, members should adhere to the Code of Conduct which explicitly states: *FHE members are expected to always conduct themselves in a manner that glorifies God. Students and families should strive to follow both Luke 6:31 and I Corinthians 10:31 as fundamental standards of behavior. Luke 6:31 reminds us, "Do to others as you would have them do to you."*

4. **Constructive Criticism:** If expressing dissent, then do so constructively and respectfully (James 3:8-10; Ephesians 4:29). Provide feedback in a positive manner, focusing on solutions rather than solely highlighting problems, and without tearing down others. If an issue is brought before the board, and the board's decision is not in your favor, then we ask for a humble submission to the guidance and direction of your elected board members. Continual stirring up strife among members will be dealt with per the Code of Conduct and bylaws.

5. **Confidentiality:** Respect the privacy of others. Do not share personal information without explicit consent and avoid discussing sensitive or confidential matters publicly. Also, do not reveal the location of students at private FHE events.

6. **No Spam or Self-Promotion:** Avoid self-promotion or spamming of content. FHE's private Facebook group and public Facebook page are a space for meaningful discussions and collaboration, not for constant promotion of personal interests.

7. **Responsible Sharing:** Verify the accuracy of information before sharing it. Misleading or false information can harm FHE's credibility and trust.

8. **Reporting Concerns:** If you come across inappropriate behavior or content, report it to the FHE moderator(s). Do not engage in public disputes; let the moderator(s) address and resolve issues.

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9. Compliance with Facebook Policies: Adhere to Facebook's terms of service and community standards. Any content or behavior violating these policies may result in removal from the platform.

10. Consider your Audience: People of all ages (parents and students) follow FHE's page/group. Please keep this in mind when you post.

11. Respect Copyrights and Intellectual Property: Always obey state and federal laws, giving credit where credit is due in addition to providing links to sources.