

Sacred Heart Tutorials By-Laws

Article I – Name of the Organization

The name of the organization shall be Sacred Heart Tutorials: Catholic Homeschool Cooperative

Article II – Mission Statement

The mission of Sacred Heart Tutorials is to support Catholic parents in the home education of their children.

Article III- Membership

Section 1. All full time enrolled families of the tutorial.

Section 2. Eligibility- Once a family has been interviewed, registered and sent an acceptance letter and agreed to tuition requirements, they are to be considered members.

Section 3. A member in good standing is one who fulfills their agreed upon requirements and duties to the tutorial (tutoring a class, or volunteer hours as outlined in our policy handbook) is and is up to date on tuition payments.

If you leave Sacred Heart Tutorials any time, during any session without permission or arrangement from the board, you will no longer be considered a “member” and your privileges will be revoked. Once you have made a commitment to our cooperative, please realize that we are counting on you. Should you change your mind, barring any family emergencies or illness, your family will not be able to reapply, unless there is special permission from the board.

Sacred Heart Tutorials reserves the right to dismiss a child and/or family for reasons of non-cooperation, delinquency in payment of fees, or inability of the child and/or parent to adjust to the rules of the tutorial. A member may be dismissed with a majority vote from the board of directors.

Section 4. Meetings- Executive Board meetings will be held once a month and scheduled by the Chairman and/or Vice Chair.

a. General meetings will be held at least twice annually: one in the spring, and one in the fall. Additionally all members are encouraged to attend the first day of school meeting.

b. Special meetings may be held at any time when called for by the Chair or a majority of the Executive Board and members will be given 48 hour notice.

c. Agendas for executive board meetings shall be provided at 3-5 days in advance.

Amended on 8/23/19

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Section 5. Quorum- the presence of a majority of the members shall constitute a quorum at all meetings. If less than a quorum is able to be present, the meeting may be adjourned until a time when a majority of the quorum can be present

Section 6. Conduct of meetings- meetings shall be presided over by the Chair. If the Chair is not present the Vice Chair will preside over the meeting.

Article IV- Executive Board

Section 1. The Executive board will consist of no less than five members the Chair, Vice-Chair, Secretary, Treasurer, and other officers.

Section 2. To be considered vested, members will need to have established:

- a. Tutoring or study hall monitor for at least one full year (September – May)
OR
- b. Being intricately involved in committee or administrative duties for one full year (September – May)
- c. And a member of the Catholic Church
- d. In the case where no vested member accepts the nomination for an open board position, a second nomination process including all members, even those at the tutorial for less than 1 year, will be held.

Section 3 The Executive Board Officers shall serve for a minimum of one year and a maximum of three years, regardless of position. Board members should stagger exits so that no board is entirely consisting of new members. When a position is open, nominations shall be gathered from among members.

Section 4 Meeting will be monthly throughout the year, lasting no more than two hours.

Section 5 Any Board Member may be removed from their position for dereliction of duty by a majority vote of the remaining Board members.

Section 6 The Executive Board Officers shall serve without pay and consist of no fewer than 5 members.

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Section 7 Duties

The Responsibilities of the Chairman include:

1. Ensuring that the mission statement is protected and served.
2. Setting the Board agenda, ensuring that Executive Board members receive accurate, timely and clear information to enable them to make sound decisions, ensuring that sufficient time is allowed for complex or contentious issues, and encouraging active engagement by all members of the Board.
3. Taking the lead in providing a comprehensive, induction program for new Tutors, and in addressing the development needs of individual Tutors to ensure that they have the skills and knowledge to fulfill their role in the classroom and on Board Committees.
4. Evaluating annually the performance of each Executive Board member in his/her role as an Officer, and ensuring that the performance of the Tutors as a whole and with its Committees is evaluated annually. Holding meetings with the individual Tutors as needed.
5. Reporting all relevant information pertaining to Sacred Heart Tutorials to the entire Board. Information should be relayed as soon as possible.
6. Ensuring effective communication with member families on matters relating to schoolwork, governance and Tutors input. Ensure that the views of member families are communicated to the Board as a whole where necessary.
7. Being available to the Executive Board to advise on all matters relating to the Tutorial's needs and operations.
8. Diplomatic interactions with parents, church staff and community, suppliers, government, financial institutions and the community.

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The Responsibilities of the Vice-Chair include:

1. To offer personal support to the Chairman ensuring in particular the mission statement and by-laws are protected and served.
2. To fill-in for the chairman in times and places necessary where the chairman is absent.
3. To provide effective leadership for the Tutorial, to promote its well-being and efficient operation, in association with the Executive Board.
4. To ensure the efficient protocol established in the by-laws is followed in both Executive Board meetings and Tutor Board meetings.
5. To act as a liaison between any Committees (ie: Fundraising, Social, Finance, Curriculum) and the Executive Board.
6. To act as a liaison between Tutors and the Executive Board regarding academic and/or personal issues.
7. To carry out the actions of the Executive Board in conjunction and collaboration with the Chairman. To instigate disciplinary action when members of the Board are not living up to their duties, and/or responsibilities.
8. To be the representative for dealing with the media on behalf of the Tutorial in order to advertise available openings.
9. To report urgent and important information which would normally be dealt with by the Executive Board but which cannot wait for the next meeting. Such action should be reported to the board for information at the next available meeting.

The Responsibilities of the Treasurer include:

1. To lead budget planning and preparations.
2. To monitor the budget and inform the Board as to whether projections are turning out as predicted in order that joint decisions can be made on appropriate adjustments.
3. To ensure the Board's financial policies are being followed.
4. To report to the Executive Board and the general membership on finances.
5. To prepare any required financial reporting forms.

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6. To work with the bookkeeper to ensure tax regulations are complied with, all bank accounts are managed and maintained, the association is getting the best rate of return for funds held, and moving money between accounts as required.
7. To oversee all financial transactions, including making monthly deposits.
8. To sign checks (with a second signatory from the Board or staff).
9. To chair finance sub-committee, if one exists.
10. To request monthly bank statements, tax forms, and all treasury information from bookkeeper.
11. To handle all monthly expenditures including rent, tutor salary, mileage checks, etc.
12. To maintain P.O. Box.
13. To handle annual insurance payments and policy updates.
14. To ensure that the 501C3 is filed and updated annually.
15. To handle all petty cash and maintain accountability.

The Responsibilities of the Secretary include:

1. Record the minutes of all Board meetings as well as the minutes of any committees to which the Secretary is assigned, making sure that all actions are duly noted.
2. Keep a record of all minutes approved by the Board in the association's minutes manual.
3. Handle all official Sacred Heart Tutorials correspondence
4. Make sure that all files are in good order for the next Board Secretary.

Responsibilities of the Administrator Officer include:

1. To ensure effective communication for the tutorial on all matters pertaining to registration, administrative and student documents, and files.
2. To take the lead in registering new families.

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3. Keep all the records of the association in a safe place.
4. To safeguard all computer files for the tutorial and update the loop for the ease and convenience of members. The paperwork and files will encompass the following areas:
 - a. Administrative documents
 - b. Tutors
 - c. Family registration
 - d. Youth protection training
 - e. Class registration information
 - f. Yearly booklist compilation
 - g. Yearly update to inventory
 - h. Maintain the academic calendar
 - i. Maintain the official by laws and handbook

Article V – Committees

The Board may appoint standing and ad hoc committees as needed.

Article VI- Voting

1. A majority of board members constitute a quorum.
2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
3. Passage of a motion requires a simple majority.
4. All members are entitled to one vote per family at all tutorial meetings.
5. Paid tutors are a valuable part of our tutorial and have a voice at our meetings.
6. Board Meetings - each Officer is entitled to one vote.
7. Elections to the Board:
 - a. Each member family is entitled to one nomination per open seat.
 - b. Each member family is entitled to one vote per open seat.
 - c. The Executive Board will oversee the election and placement of new members to the board.
 - d. No paid tutors are eligible to vote.

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- e. The existing board members and newly chosen to decide amongst themselves which roles are the best fit for each person's abilities.

Article VII- Parliamentary Authority

The Executive Board will use Roberts Rules of Order (edition 2014) to conduct meetings.

Article VIII- Conflict of Interest

Section 1. Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Section 2. All board members must sign a conflict of interest disclosure statement annually.

Article IX- Fiscal Policies

The fiscal year of the board shall be June 1st to May 31st of the following year.

Article X -Amendment of By-Laws

The Executive Board Officers shall have the power and authority to amend, alter, add to or repeal these By-Laws or any provisions thereof. A two-thirds majority vote is required for any of these changes.

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Amended on 8/23/19