

**BY-LAWS
OF
OSWEGO HOMESCHOOL ASSOCIATION**

Adopted: 8/18/2025



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BY-LAWS FOR OSWEGO HOMESCHOOL ASSOCIATION

ARTICLE I - Name and Vision Statement

The name of this organization shall be "Oswego Homeschool Association", or OHA, a not-for-profit organization.

Our Vision Statement: The Oswego Homeschool Association is a not for profit group for homeschooling parents and children of all ages. We believe that parents are the primary teachers and are responsible for all lawful reporting, curricula choices, and core subject instruction. We also believe that parents are responsible for religious and political instruction. Therefore, in order to provide an inclusive program that honors the diversity of its members, OHA offers content, clubs, and or classes that are neutral. OHA aims to support the role of the parent by offering meetings, special events, field trips, and educational opportunities. We are an eclectic, local, member-run organization that honors the diversity of homeschoolers and provides a supportive community for our members. Our reasons for homeschooling differ, as do our styles and approaches to education. What we share is a respect for all learners and a desire to support one another.

We believe that every family has the legal and constitutional right to home educate in New York State, regardless of their philosophy of education or religious affiliation.

Article II - Purpose

The Oswego Homeschool Association is established for the following reasons:

1. Providing sound, high-quality educational programs for homeschool students.
2. Providing and encouraging support and training for parents.
3. Providing and promoting opportunities for children and families to interact with others through planned educational and recreational activities.
4. Having home education materials and information available from the national, state, regional, and local levels.
5. Encouraging participation in local, regional, and statewide homeschool events.
6. Supporting homeschooling in the greater community.
7. Instituting future programs or services, as deemed necessary by the membership of this organization.

Article III- Statements of Belief

Although we choose to have no requirements of religion for our membership, we acknowledge the beliefs of Loving Education at Home, Inc and agree to be considerate of those beliefs in our programming. As an association, we agree to not include or offer programming that is contradictory to Loving Education at Home, Inc's by-laws.

Article IV - Membership

Section 1: Specifications

Membership is open to individuals and families who are residents of New York state who actively homeschool.

Section 2: Expectations

Members shall support OHA with their annual dues and active participation. Members are asked to participate on committees and/or assist with events to ensure that the organization's policies and objectives are met.

Section 3: Apply for Membership

Applications for members must be submitted via the online form accessed through the 'join' link on the OHA website (<https://www.oswegohomeschool.com>).

Section 4: Term of Membership

4.1 OHA Membership will be renewed on an annual basis at the start of the fiscal year (July). Updated membership roles and any changes in leadership will be noted.

4.2 All OHA members are encouraged to join and support the activities of OHA.

Section 5: Benefits of Membership

All members shall be entitled to all the benefits of membership in OHA. The benefits of membership will be decided upon annually by the OHA Board.

Section 6: Revocation of Membership

If and when any member is found to be in non-compliance with the Bylaws and policies of this organization the matter will be brought before the Board, who has the authority to remove a member.

Article V - Finances

Section 1: Determination of Dues

1.1 Dues will be based on the number of individual families belonging to OHA and past and projected budgets. Additional fees may apply for co-op classes, parties, or special events as determined by the Board.

1.2 The OHA Board will evaluate dues in July and decide on any changes for the upcoming year.

Section 2: Fiscal Year

The fiscal year shall be from July 1- June 30.

Section 3: Collection of Dues

The collection of dues will be the responsibility of the Membership Coordinator and the Treasurer and reported on during each board meeting.

Section 4: Financial Accounts

4.1 All financial accounts shall be maintained in the name of the Oswego Homeschool Association for the purpose of collecting and distributing the funds of the organization.

4.2 By the end of September, the OHA Board will make the budget available on OHA's website under members only page after it is voted in. The annual budget will be approved by majority vote of the OHA board.

4.3 The Treasurer will provide quarterly financial statements at the request of any OHA member.

Section 5: Use of the Financial Accounts

The OHA Board shall institute the guidelines for use of the financial accounts and present guidelines to the membership upon request.

ARTICLE VI - GOVERNMENT**Section 1: General Powers**

The affairs of Oswego Homeschool Association shall be under the policy direction and implementation of the OHA Board. The OHA Board shall be responsible for:

- the overall operation of the organization and oversight of committees, which oversee activities and events.
- policy decisions based on input from members
- to fill OHA Board vacancies and other appointments
- to create special committees as the need may arise
- to call and set the date and time for membership meetings
- to appoint LEAP's Director, Manager, and PTA Chair

Section 2: Legal Trustees

The members of the OHA Board shall be the legal trustees of this organization.

Section 3: Quorum

A majority of the OHA Board shall constitute a quorum. If a quorum is not present at any meeting, a majority of those present at any meeting may postpone the meeting to another time without prior notice.

Section 4: Voting Procedures

Ideally voting should occur in person during a board meeting. For online voting, the vote must have a deadline agreed on prior to voting. Voting should not occur over a weekend. Results should be made official by the president in a timely fashion. Any board member can request to table a vote. That request must be seconded. The vote must then occur by the next board meeting. An anonymous vote may be requested by a single board member and the ensuing vote remains anonymous. Online programs for polls/voting can be used to keep votes anonymous. When a board member requests to abstain from voting it means that their vote doesn't count as part of the votes or as a board member voting. It does count towards quorum. Majority votes present wins.

Section 5: OHA Board Decisions

If a decision is of significant importance as defined by the board (e.g., financial commitments over a certain amount, hiring/firing, amending bylaws), a majority vote of all current board members (not just those present) is required. This may be achieved through follow-up votes by absent members in writing or electronically.

Section 6: Informal Action by the OHA Board

Any action normally taken at a meeting of the OHA Board may be taken without a meeting, if consent in writing setting forth the action to be taken is signed by two-thirds (2/3) of the OHA Board.

Section 7: Compensation

Members of the OHA Board shall not receive any stated salaries for services on the Board. Nothing herein stated shall preclude any member of the OHA Board from being reimbursed for expenses incurred while fulfilling committee duties, i.e. phone calls etc. The OHA Board will determine by policy decisions what expense items are reimbursable. Members of Oswego Homeschool Association will not receive any stated compensation from membership fees. Members may receive compensation on a contract basis for services (i.e. teaching a class) rendered should the need arise. See Committee Policy Document for more specifics related to OHA's compensation policy.

Article VII - OHA Board

Section 1: Officers

The members of the Board shall consist of no less than 5 and no more than 11 board members. The Board should be composed of a Chapter Leader, Co-leader/Vice President, President, Secretary, and a Treasurer.

Section 2: Qualifications

Prospective OHA Board members must meet the following qualifications.

2.1 OHA Chapter Leader must be approved by Loving Education at Home, Inc and agree to Loving Education at Home, Inc's Bylaws.

2.2 All Board members and prospective Board members shall agree to read, understand, and be considerate of Loving Education at Home, Inc's Statement of Faith.

2.3 Board members are allowed to have dual roles.

2.4 70% of the board must be actively homeschooling. All Board members and prospective Board members must have homeschooled for at least one year and/or have homeschool graduates, and or been actively volunteering in a leadership role with OHA for at least one year.

2.5 All Board members and prospective Board members must agree to OHA's By-laws and yearly sign the board member agreements by August. The OHA Secretary will be responsible for ensuring all board members yearly sign the agreement.

2.6 All Board members and prospective Board members must be members of OHA.

2.7 All Board members and prospective Board members shall be supportive of OHA's inclusive stance and shall support OHA's purpose.

2.8 All Board members are accountable to the members of OHA.

2.9 All Board members shall be residents of New York.

Section 3: Selection of Officers

3.1 New members of the OHA Board shall be nominated by the existing members of the OHA Board. A nomination must come from a board member.

3.2 Any member of OHA in good standing may submit to the OHA Board an individual for consideration to become a member of the OHA Board. A nomination will be presented at a board meeting. Voting on the nomination will not occur until the following board meeting, so that the board has time to consider the nomination.

3.3 OHA Board members will hold a vote for new Board members.

3.4 Annually the Board will have the opportunity to express their interest with staying on the board or resigning.

3.5 At June's board meeting, board members' position and role on the board will be voted on by the board. Votes will dictate if additional discussion or action is required to determine the future role of a board member.

3.6 The Board shall verify that all prospective Board members meet the qualifications in section 2 of this article (V).

3.7 There is no set term of office for members of the Board

3.8 There is no maximum number of terms a board member shall be permitted to serve.

3.9 The OHA Vice President or an appointed board member will walk the new member through the onboarding process, which would include: reviewing bylaws, board code of conduct and expectation document, and any role expectations.

4.0 As OHA grows and transforms, board roles and expectations may shift or change at any time. Changes to a board member's role must be discussed and voted on in a board meeting. Affected board member(s) will receive a written explanation from the board laying out the proposed change prior to the board voting. The affected board member(s) will have the chance to provide feedback prior to voting.

Section 4: Removal of a Board Member

If an issue arises with a board member, a grievance will be sent to the OHA President or Vice President. The President or Vice President will address the grievance directly with the person. If the grievance is unable to be resolved, a special committee will be established to discuss the issue. The member in question will not be present at the special committee. The special committee's vote to move forward with removal of the board member must be two-thirds vote. Then it will be voted on at the next OHA board meeting, again with a two thirds vote.

Section 5: Duties of the Board

The duties of the Board shall include:

5.1 **CHAPTER LEADER** shall be the liaison with Loving Education at Home, Inc, and other support groups. This person shall be approved by the Loving Education at Home, Inc regional representative and agree to Loving Education at Home, Inc's Statements of Faith.

5.2 **PRESIDENT** shall preside at all meetings of the Organization and have general supervision of its affairs, shall serve as chair of the Board and shall convene with approval of the Board, at least quarterly and when in their opinion the affairs of the Organization demand a meeting or when two or more board members or ten percent of the membership request a meeting.

5.4 **SECRETARY**, prepare and distribute the minutes of the Board Meetings, maintain the archives of Oswego Homeschool Association, responsible for membership tracking and inquiry follow-up, prepare and update the membership directory and communication, and handle publicity and notices.

5.5 **TREASURER** shall be responsible for:

- Preparing the budget for the organization,
- Preparing financial reports for Board meetings and the members
- Sending the membership dues to Loving Education at Home, Inc in a timely manner
- Following-up on membership dues, keep track of budgets from activities area, reconcile accounts, and perform banking duties.
- The Treasurer will have one month-long break every year, as determined by the President. During this month, all treasurer duties will be taken over by another board member.

5.6 The Board shall have oversight over the following positions: Field trip coordinators, Events Coordinator, LEAP Director, Manager, and PTA, Fundraising coordinator(s), Membership coordinator, Communication helper. Note that these positions are not a requirement, but optional roles. OHA staff (both paid and unpaid) are expected to follow the written job descriptions for their positions and OHA's official committee policies.

5.7 All activities and functions shall be subject to review and approval by the Chapter Leader.

5.8 The OHA Board shall appoint a temporary chair for any meeting in the absence of the Chapter Leader.

5.9 Board members are expected to be present at board meetings in person or virtually (live), unless there has been special permission due to life circumstances. Board members must be present for two-thirds of scheduled board meetings.

Section 6: Vacancy

6.1 A vacancy in any Board position shall be created only in the event of death, resignation, sabbatical, or removal from office.

6.2. Any member of the Board who is unable to fulfill their duties or does not uphold the Board Code of Conduct may officially be asked to resign.

6.3 Any member of the Board who is unable to fulfill his/her duties or decides for personal reasons, may resign by submitting a written letter of resignation to the OHA Board.

6.4 In the case of a Board or coordinator vacancy, the President will appoint a temporary replacement. The OHA Board will then seek nominations to fill the vacancy. This will be voted on at the next Board meeting.

6.5 A board member may request to go on sabbatical at any time during the year. Prior to going on sabbatical a returning timeframe will be agreed upon. While a sabbatical can guarantee a returning position to the board, it can not guarantee the continuation of a specific board role upon returning.

Section 7: Board Resignation

7.1 Any Board member may resign at any time by giving written notice to the President or to the Secretary. The resignation of any Board member shall take effect at the time specified in such notice, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

7.2 When possible, Board members should fulfill all outstanding board commitments before resignation takes effect.

Article VIII - Meetings

Section 1: Board

The OHA Board shall meet at least once per quarter.

Section 3: Special/Emergency Meetings

The OHA Board can call special and or emergency meetings as needed. Emergency meetings are held to process and or problem solve a pressing issue, which can not wait for a scheduled board meeting. Board members are expected to partake in emergency meetings. During the emergency/special meeting it will be voted on if the contents of the meeting will remain confidential. If deemed confidential, the content of the meeting and or meeting minutes will not be available to OHA members. Those present for a confidential meeting are expected to not discuss the meeting's content outside of the meeting. Discussion of confidential issues outside of the meeting can result in disciplinary action for involved board member(s).

Article IX - General

Adoption of Policies and Procedures. The OHA Board, by resolution, shall adopt such rules, regulations, policies, and procedures as deem necessary and appropriate to the operation of the organization; provided, however that no rule, regulation, policy, procedure may be adopted by

the organization that is contrary to these by-laws and applicable law as may be amended from time to time.

Article X - Amendments

Section 1: By-laws

These by-laws shall be approved by a two-thirds vote of all OHA Board Members.

Section 2: Amendments

Amendments may be proposed by any committee or by 25% of the general membership. The proposed amendments should be submitted in writing to the OHA Board at least two (2) weeks before any scheduled OHA board meeting.

Section 3: Amendment Ratification

Amendments must be approved by two-thirds (2/3) vote of the board.

Section 4: The Statement of Belief and Vision Statement

The Statement of Purpose and Vision Statement may not be amended, unless the state organization makes amendments.

Article XI Dissolution

Upon the recommendation of the Board and a two-thirds (2/3) vote of the adult membership present at an Oswego Homeschool Association meeting or special meeting, this organization may be dissolved and its activities closed at the end of the fiscal year. After payment of bills, proper claims, and liabilities, the remaining assets shall be disposed of in cash or in kind by transfer to the New York State LEAH.

Adopted August 18, 2025
Oswego Homeschool Association
Oswego, NY