

# **SASKATCHEWAN HOME BASED EDUCATORS INC.**

## **BYLAWS**

*(last amended January 30, 2011)*

### TITLE

1. These bylaws may be cited as the bylaws of Saskatchewan Home Based Educators Incorporated.

### INTERPRETATION

2. In these bylaws:
  - a. "association" means Saskatchewan Home Based Educators Incorporated.
  - b. "resident" means an individual who resides in Saskatchewan.
  - c. "homeschooling family" or "home-educating family" is defined as a family residing in Saskatchewan having a child of normal school age who is learning independently in a program under parental control and not attending a public, separate or independent school.
  - d. "regions" shall be defined as in the Saskatchewan Education Regions Map with modifications by the Directors as necessary.

### PURPOSE

3. The purpose of this corporation is:
  - a. to provide information and assistance to any and all Saskatchewan home based educators.
  - b. to act as an official voice, representative and advocate for all members in regards to home based education.
  - c. to favourably increase public awareness of home based education.
  - d. to provide a forum for exchange of information and ideas among the members.
  - e. to exercise the above within reasonable limits.

### MEMBERSHIP

- 4.1 Membership shall consist of two categories of members:
  - a. Voting Members *(formerly read "Active Members – amended Feb. 28, 2004)*
    - i. shall be resident
    - ii. shall be at least 18 years of age
    - iii. must be parents or guardians in a homeschooling family
    - iv. shall have paid the annual membership fee
    - v. shall support the purpose of the Association
  - b. Associate Members *(formerly read "Supportive Members – amended Feb. 28, 2004)*
    - i. shall be resident
    - ii. shall be any individual or family who is supportive of the purpose of the organization
    - iii. shall have paid the annual membership fee
    - iv. shall have all the rights and privileges of a Full Membership except the right to vote at any meeting of the Association's membership.
- 4.2 Payment of membership fees shall be as prescribed by the Directors.
- 4.3 Any person eligible for membership, upon payment of the prescribed fee, may be admitted as a member upon the resolution of the Directors.
- 4.4 Upon the termination of membership, for cause or otherwise, a member is not entitled to a refund of membership fees paid.

### MEETING OF MEMBERS

- 5.1 Annual meetings of the membership:
  - a. shall be held no later than 18 months from the date of incorporation and every calendar year thereafter at a time and place chosen by the Directors.
  - b. shall include a financial statement.
  - c. shall be announced by written notice given to the membership at least 15 days prior to the meeting.
  - d. shall have a quorum consisting of voting members present.
- 5.2 Special Meetings of the membership:
  - a. may be called by the President and 2 Directors at any time upon notification of the Directors and membership, including notice as to the issues to be discussed at the meeting.
  - b. shall have a quorum consisting of voting members present.

## BOARD

- 6.1 The Board shall consist of six Regional Directors and three Directors-at-Large:
- Regional Directors shall be voting members elected by Regional Members.
  - Directors-at-Large shall be voting members elected by members.

*Formerly read (amended February 28, 2004)*

6.1 *The Board shall consist of 6 Regional Directors and up to 5 At-Large Directors:*

- Regional Directors shall be Active Members elected by regional members.*
- At-Large Directors shall be Active or Supportive members appointed by the consensus of the Regional Directors with a maximum of 2 being Supportive Members.*

6.2 Offices shall consist of:

- President
- Vice-President
- Secretary
- Treasurer

6.3 The officers, including President, Vice-President, Secretary, and Treasurer shall be elected by the board.

6.4 The offices of President, Vice-President and Secretary must be held by members of the board.

6.5 The offices of President and Vice-President must be Active Members.

6.6 The office of Treasurer need not be held by a member of the Board.

6.7 No member shall hold a Board position where there is a conflict of interest.

6.8 The Past President and the Newsletter Editor shall be ex-officio members.

6.9 Nominations and Elections (*added Feb. 28, 2004*)

At the option of the Directors, nominations and elections may be held by mail or at the Annual Meeting.

In the event of proceeding by mail:

- A notice of nomination must be mailed and postmarked to voting members at least 21 days prior to the deadline for receipt of a duly executed nomination paper and shall include a nomination paper.
- The notice of nomination and nomination paper shall be in the form and as prescribed in a policy set by the Directors. The ballot shall be in the form and as prescribed in a policy set by the Directors.
- The nomination paper must be received on or before the deadline specified. A faxed copy shall be accepted as if an original upon completion of transmission. The original shall, on request of the Board, be provided as soon as reasonably practical after the request.
- For the election of Regional Directors duly nominated, a ballot shall be mailed only to voting members of that particular region and for the election of Directors-at-Large ballots shall be mailed to all voting members. The ballots shall be mailed and postmarked to the members at least 21 days prior to the deadline for receipt of ballots.
- The ballot may contain voting instructions, mailing information and voting eligibility, but no other markings identifying the member.
- The results of the mail-in ballot shall be opened and tabulated by two (2) scrutineers appointed by the Elections Chairperson. The results of the election shall be made known to the membership within a reasonable period of time.
- A Nominations Chairperson and an Elections Chairperson shall be appointed by the Board.

In the event of proceeding at the Annual Meeting:

- The notice of nomination and nomination paper shall be in the form and as prescribed in a policy set by the Directors. The same must be mailed and postmarked to voting members at least 21 days prior to the annual general meeting.
- A separate vote shall take place for Regional Directors and for Directors-at-Large.
- Voting members of the region for which a Regional Director is nominated shall be entitled to vote for that Regional Director.
- Voting members shall be entitled to vote for Directors-at-Large.

In either case of nomination and elections by mail or at the Annual Meeting:

- Voting members in a particular region can nominate or be nominated a Director for that particular Region.
- Voting members can nominate or be nominated as a Director-at-Large without regard to residence in a particular region.
- Associate members can nominate Regional Directors and Directors-at-Large.
- Voting members may be nominated or elected as either a Director or a Director-at-Large, but not both.
- Each of the persons nominated and the person nominating must complete and sign "a Nomination Paper" and in the event of a nomination by mail, the same must be returned in a sealed envelope marked "Nomination Paper" and addressed to the Nominations Chairperson.

6.10 In the event that there exists a vacancy among the directors, whether caused by resignation or by a failure to fill a director's position upon completion of the nomination and election process outlined in bylaw 6.9, a quorum of directors may fill the vacancy by appointment. The term of office for a director appointed under this bylaw shall be as outlined in bylaws 8.1 – 8.4. (*added March 12, 2005*)

## MEETING OF THE DIRECTORS

- 7.1 Quorum meetings at the Board of Directors shall be in excess of 50%.
- 7.2 Notice of meetings of the Board of Directors shall be given within reasonable time prior to the meeting.
- 7.3 At least once per year the Board hold a confidence/no confidence vote regarding each Board member. In the event there are less than three votes of confidence for a certain Board member, the Board member would be terminated.  
Addendum 1: Any Board member can call for the confidence/no confidence vote at any time.  
Addendum 2: All voting is done by secret ballot by all Board members, including the Chair.  
(amended February 2010 SHBE Provincial Convention – Regina)

## TERM OF OFFICE

- 8.1 The term of office for Regional Directors of odd-numbered regions shall expire in odd-numbered years.
- 8.2 The term of office for Regional Directors of even-numbered regions shall expire in even-numbered years.
- 8.3 The term of office for Directors-At-Large shall be two (2) years.
- 8.4 The term of office for Regional Directors shall be two (2) years.

Formerly read (amended February 28, 2004)

- 8.1 The term of office for Regional Directors of odd-numbered regions shall expire in odd-numbered years.
- 8.2 The term of office for Regional Directors of even-numbered regions shall expire in even-numbered years.
- 8.3 The term of office for Directors-At-Large shall be one year.

## FISCAL YEAR

- 9. The fiscal year of the Association shall be January 1 to December 31.

Formerly read (amended March 12, 2005)

- 9. The fiscal year of the Association shall be September 1 to August 31.

## AMENDMENTS TO BYLAWS

- 10.1 The bylaws may be amended by the Board of Directors up until 1991 annual meeting.
- 10.2 After the 1991 annual meeting, the bylaws may be amended by the affirmative vote of two-thirds (2/3) of the members attending and voting at an annual meeting of the Association for which notice, including a description of the proposed amendment, is given.

## VOTING

- 11. Voting privileges are extended only to Active Members of the Association.

## MEMBERSHIP LIST

- 12.1 The membership list shall be considered confidential and to be used only for the stated goals and purposes of the Association.
- 12.2 The membership list shall not be used for any commercial or personal gain or activities.

# Form A

## SASKATCHEWAN HOME BASED EDUCATORS INC. (SHBE)

### NOTICE OF NOMINATION

6 REGIONAL DIRECTORS FOR REGIONS 1 TO 6  
\_\_\_\_ DIRECTORS-AT-LARGE

NOMINATIONS ARE OPEN FOR \_\_\_\_ REGIONAL DIRECTORS AND \_\_\_\_ DIRECTORS AT LARGE

REGION 1	SOUTH EAST	REGION 4	IN & AROUND SASKATOON
REGION 2	SOUTH WEST	REGION 5	NORTH EAST
REGION 3	IN & AROUND REGINA	REGION 6	NORTH WEST

(CONTACT JOURNAL EDITOR OR ANY SHBE DIRECTOR TO CONFIRM THE REGION YOU RESIDE IN)

1. ANY ACTIVE MEMBER OF SHBE IN A SPECIFIC REGION CAN NOMINATE OR BE NOMINATED A DIRECTOR FOR THAT PARTICULAR REGION.
2. ANY ACTIVE MEMBER OF SHBE CAN NOMINATE OR BE NOMINATED A DIRECTOR AT LARGE WITHOUT REGARD TO RESIDENCE IN ANY PARTICULAR REGION. AN ACTIVE MEMBER MAY BE NOMINATED OR ELECTED AS A REGIONAL DIRECTOR OR DIRECTOR AT LARGE BUT NOT BOTH.
3. **BOTH THE PERSON NOMINATED AND THE PERSON NOMINATING MUST COMPLETE AND SIGN THE NOMINATION PAPER ENCLOSED. THIS MUST BE RECEIVED ON OR BEFORE \_\_\_\_\_ (insert specific date) IN A SEALED ENVELOPE MARKED NOMINATION PAPER AND ADDRESSED TO NOMINATIONS CHAIRPERSON, \_\_\_\_\_**  
\_\_\_\_\_  
**(insert name and address)**
4. IF AN ELECTION IS REQUIRED, BALLOTS WITH ADDITIONAL INFORMATION AND INSTRUCTIONS WILL BE MAILED.

NOMINATIONS CHAIRPERSON

# Form B

SASKATCHEWAN HOME BASED EDUCATORS INC. (SHBE)

## THE NOMINATION PAPER

I, \_\_\_\_\_, of SHBE Region # \_\_\_\_\_  
(Print your name as nominator) (insert Region #)

**hereby nominate for the position of director of the above Region:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_, from the above Region hereby accept the nomination.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(signed by person nominated)

\_\_\_\_\_  
(signed by nominator)

**I nominate the following SHBE member(s) as Director(s) at large:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_, from the above Region hereby accept the nomination.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(signed by person nominated)

\_\_\_\_\_  
(signed by nominator)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_, from the above Region hereby accept the nomination.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(signed by person nominated)

\_\_\_\_\_  
(signed by nominator)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_, from the above Region hereby accept the nomination.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(signed by person nominated)

\_\_\_\_\_  
(signed by nominator)

# Form C

## BALLOT

Place an X next to your candidate of choice

Place ballot in a sealed envelope marked and addressed to “Election Chairperson”  
(Insert Address of Election Chairperson)

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Adams, John	
Barnabas, Nancy	
Crowfoot, Thomas	
Donnelly, Murray	
Ealy, Susan	

You must be a Saskatchewan resident, at least 18 years of age, and a parent or guardian of a homeschooling child. Returned ballot must bear original inked signature of Election Chairperson.

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Originally signed by Election Chairperson