

**LEAD, Inc.**  
**By Laws**

**Article 1. Introduction**

Learners and Educators of Atlanta and Decatur (LEAD) was established in March, 2000 to serve the specific needs of the Atlanta-area home school community. LEAD is a nonprofit organization.

**Article 2. Mission and Purpose**

LEAD is an inclusive, secular, home school organization providing social and educational opportunities to home-educated children of all ages and their families, in the metropolitan Atlanta, Georgia area. We aim to create a vibrant home school community and to increase positive awareness about home education in the community at large.

The purpose of the organization is to:

- Foster a sense of community among those who are involved in home education or who are seeking educational alternatives.
- Provide educational activities such as classes, cultural arts excursions, field trips, parent support meetings and on-line forums.
- Provide social activities to include arts performances, visual arts presentations, seasonal parties, weekly park days and teen outings.
- Disseminate information about home education and educational opportunities in the area.
- Support families new to home education.

**Article 3. Membership**

**Section 3.1. Eligibility**

LEAD members must be home schooling families, families who are considering educational alternatives, or families interested in learning about home education. Memberships shall be renewed annually and require completed membership form, payment of annual dues and agreement to LEAD behavior and parent responsibility policy. All members shall be required to sign a hold-harmless waiver annually.

**Section 3.2. Role of members**

- ♣ Active participation in LEAD activities at a level each family finds satisfactory
- ♣ Support the organization's efforts in promoting educational alternatives
- ♣ Support the organization's efforts in fundraising
- ♣ Consider serving on a standing committee or the Board

**Section 3.3. Elections**

Following the formation of the initial Board, Board elections shall be held every year. Board members will be elected from the active membership. The Board has the right to present a nominated slate for the purpose of electing new board members. Active LEAD members shall be allowed one vote per member household. Elections will be publicized in advance and shall be held at the annual general membership meeting. Votes will be tallied by the current President, confirmed by the current Secretary and posted to all members.

#### Section 3.4. Annual General Membership Meeting

An annual general membership meeting shall take place at a time and place designated by the Board. The Board shall present a statement of the business and conditions of LEAD. The President shall chair the annual membership meeting. Written notice of the meeting, stating time and place, will be mailed in advance to each household in which an active member resides.

### **Article 4. Operations**

The governing and advisory bodies of LEAD shall be:

- ♣ The LEAD Board of Oversight (Board)
- ♣ The Executive Committee (Officers of the Board)
- ♣ Standing Committees

The educational and social activities of LEAD shall be channeled through:

- ♣ Educational Programs Committee
- ♣ Fundraising Committee
- ♣ Social Events Committee
- ♣ Communications Committee

#### Section 4.1. LEAD Board of Oversight

The LEAD Board of Oversight shall be the primary governing body of the organization. The Board shall provide clear direction, access to resources in LEAD and credibility in the community. The Board shall be responsible for carrying out the mission and purpose of the organization. The Board shall set policies and tend to legal matters as required.

##### 4.1.1. Composition

The LEAD Board of Oversight shall be composed of the President, the Vice-President, the Secretary and the Treasurer; in addition, other representatives of the organization shall be Board members. The Board members may or may not be standing committee chairs. The Board shall comprise an odd number of voting members and be no less than seven members in size and no more than thirteen. Each Board member position represents one vote. The Board may decide to change the number of its members prior to an announcement of the election, either adding or reducing the number of elected or appointed positions.

Board position shall be for a term of two years. Board member may be re-elected for additional terms.

##### 4.1.2. Vacancies

Vacancies in the Board shall be filled by the decision of the remaining members, and each person so appointed shall be a member for the remainder of the vacated term provided such is confirmed by the organization's members at the next annual meeting.

##### 4.1.3. Voting Rights & Quorum

The Board shall be able to conduct business if five or more members are present, of whom at least three are Executive Committee members. All Board members have full voting rights on the Board and shall each represent one vote. A simple majority of votes shall be required to pass a motion. Board members may vote in absentia if unable to be physically present.

#### 4.1.4. Nominating Committee

The nominating committee is appointed by the Board. The committee consists of at least three members: past President, one Board member and one non-Board member.

#### 4.1.5. Meetings

The Board shall decide on the dates and the places of its meetings. Board meetings shall be held a minimum of four times annually.

#### 4.1.6. Notice of Meetings

The Secretary shall give notice of any Board meeting, enclosing a statement of the purposes of the meeting.

#### 4.1.7. Minutes

The minutes of the meetings shall be recorded and then submitted by the Secretary for approval by the Board at its next meeting.

### Section 4.2. Standing Committees

The LEAD Board of Oversight shall permit the formation of Standing Committees. The purpose of such committees shall be to help carry out the mission of the organization. The standing committees shall include, but not be limited to: Membership, Educational Programs, Communications, Teen Group, Fundraising and Social Events. Other standing committees may be formed upon approval of the Board at any time.

## **Article 5. Officers**

### Section 5.1. Executive Committee

The LEAD Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer of the Board. These officers will be appointed by the Board. A Board member must have been a member for a minimum of one year prior to being appointed President.

#### 5.1.1. Term of office

The term of office for Executive Committee members shall be one year. Officers may be reappointed by the Board for additional terms.

#### 5.1.2. Role of the President

The President shall preside as official representative of the organization. The President shall preside at all meetings of the organization and Board and can call special meetings as needed. The President, with the concurrence of the Board, shall appoint all standing committee chairpersons and shall serve as ex officio of all committees. All committees shall inform the President of their progress and plans. The President shall be appointed by the Board.

#### 5.1.3. Role of the Vice-President

The Vice-President shall assist the President in the overall management of the organization. The Vice-President will assume the duties of the President during the absence or disability of the President. The Vice-President represents LEAD as spokesperson at community meetings or discussions about home school organizations, if the President is unable to attend. The Vice-President shall be appointed by the Board.

#### 5.1.4. Role of the Secretary

The Secretary shall keep complete records of meetings of the organization and the Board, handle all official correspondence, and be custodian of all official records except as shall be required of the Treasurer. At the completion of the term of office, the Secretary shall hand over to the

succeeding Secretary all official books and records. The Secretary shall be appointed by the Board.

5.1.5. Role of the Treasurer

The Treasurer shall receive and be custodian of all funds of LEAD and all financial papers. Full records are to be kept and regular reports presented to the Board. The Treasurer shall make all reports to governmental bodies as needed. Prior to expenditure, the Board must approve all nonbudgeted expenses in excess of current Board's specification in the Policies and Practices Manual. All checks will be prepared by the Treasurer or one of the other designated signatories for LEAD's bank account. A majority of the Board, prior to payment, must approve all donations and distributions. The Treasurer shall submit an annual budget to be approved by the Board. At the completion of term of office, Treasurer shall hand over to the succeeding Treasurer all financial papers, records and funds. The Treasurer shall be appointed by the Board.

**Article 6. Finances**

Section 6.1. Reimbursements

Reimbursement of out-of-pocket expenses may be made by the Treasurer upon receipt of appropriate receipts.

Section 6.2. Compensation

Members of LEAD and its Board of Oversight may not receive fees, salaries or other compensation for their involvement with LEAD.

**Article 7. Parliamentary Procedure**

When a procedural conflict arises, LEAD shall be governed by the most recent edition of Robert's Rules of Order. In the event that such Rules and these Bylaws conflict, these Bylaws shall prevail over such Rules.

**Article 8. Dissolution**

LEAD shall use its funds only to accomplish the objectives as set forth in these Bylaws and no part of said funds shall be used by or distributed to the members, except as reimbursements for authorized expenses incurred on behalf of LEAD. In the event of dissolution, the Board of Oversight, in keeping with the purposes for which the organization was formed, shall distribute the remaining property and assets of the corporation. Distribution shall be limited to nonprofit organizations.

**Article 9. General and Miscellaneous Provisions**

Section 9.1. Amendments to Bylaws

All or part of these bylaws may be amended or altered by the affirmative vote of a two-thirds majority of the Board members. Notice of any proposed amendment or alteration shall have been given at least one month prior to the meeting at which such action is proposed to be taken and which notice specifically states that one of the purposes of such meeting is to amend the Bylaws.

Section 9.2. Publications and Printed Materials

LEAD publications must be approved by the Board prior to publication or distribution. This includes all printed information, press releases, Sops or policies and practices manuals.

Section 9.3. Membership List

Membership lists and/or mailing lists maintained by LEAD may not be distributed, sold or shared with any other group or organization without prior approval of the Board.

Section 9.4. Indemnification

To the full extent permitted by law, each individual who was or is a party to any pending or completed legal action or proceeding, wherever brought and whether criminal, civil, administrative or investigative, by reason of him or her having been a director, officer, employee or agent of LEAD, shall be indemnified by LEAD against expenses, including reasonable attorney's fees, judgments, fines and amounts paid in settlement with such action, unless the conduct which gave rise to the action or proceeding was willful in nature. The indemnification provided by this section shall continue to an individual who has ceased to be a director, officer, employee or agent. The Board shall obtain whatever insurance they deem necessary to protect LEAD against this or any other risk, to the full extent and in such circumstances as is permitted under Georgia law or such other applicable statute.