

# Central Carolina Home Educators, Inc BYLAWS

Central Carolina Home Educators, Inc (CCHE) is a non-denominational Christian organization based on Biblical principles. CCHE is committed to the support of home educators serving Davidson County, North Carolina and surrounding counties.

CCHE is an inclusive organization and welcomes applicants of all races, nationalities, and religions that agree to these bylaws.

## Article 1 - Name

The name of the organization will be Central Carolina Home Educators, Inc (CCHE).

## Article 2 - Purpose

The purpose of CCHE, organized in the summer of 2004, is to support and encourage families who have chosen home education. CCHE assists parents to academically prepare children for adulthood by:

- A. Helping to protect the right to educate our children at home and providing information on the legal aspects of home schooling.
- B. Being a channel of support, encouragement, and information to those who are new, or interested in becoming, home schooling families.
- C. Providing communication, activities and fellowship for parents and children through meetings, newsletters, field trips and special events.
- D. Promoting educational excellence for our children.
- E. Sharing experiences, participating in group activities, and providing access to educational resources and information.

## Article 3 – Membership

- A. Membership will involve participation in the planning and implementing of group activities, sharing helpful information, counseling less experienced parents, helping with fund raisers, and providing suggestions and comments about activities that would benefit the individual members or the whole organization.
- B. The organization will provide for members:
  - monthly meetings and/or events with programs designed to support and encourage the family
  - special events
  - field trips
  - web site and/or monthly newsletters
  - annual standardized achievement testing to satisfy legal requirements
  - handbook or website directory
  - annual high school graduation
  - The production of an annual yearbook (yearbook class page pictures are reserved for members only).
- C. Non-members may attend monthly meetings and will have access to some areas of the website. Non-members who wish to participate in CCHE activities may be charged an additional fee per activity.
- D. There is one class of membership. One membership equals one household.
- E. A member must operate their home school in compliance with North Carolina state law.
- F. A member signifies agreement with the purpose and bylaws of CCHE.
- G. A member must agree to the ideals of Home Education.
- H. A member is encouraged to support NCHS, the state service organization, by joining it.
- I. A *Medical and Liability Release Form* will be provided to the membership for the purpose of requesting participation in CCHE activities as part of the application. Certain events will require additional release forms at the discretion of the activity director.
- J. All memberships will be approved by the Board of Directors based on these bylaws and will be subject to revocation for conduct that damages the image of the organization or home education.

#### Article 4 - Board of Directors

- A. CCHE is led by a Board of elected, volunteer, Christian home schoolers who believe in and agree with these bylaws and the ideals of home education.
- B. In order to be eligible for the Board of Directors an individual must:
  - 1) have been a member in good standing for a minimum of one year
  - 2) have been a home educator for a minimum of one year
  - 3) **be a current home educator** operating in accordance with NC state law
- C. The Board will be comprised of the Chairman, Vice Chairman, Secretary, Treasurer, and five members at-large.
- D. Since a member is defined as one family unit, elected Board member includes both spouses with one vote. The couple is expected to attend all Board functions if possible.
- E. CCHE Members will elect all Board members for a two-year term beginning July 1 of their respective term. These Elections will rotate with 4 of the members elected on the even year and 5 members elected on the odd year.
- F. Nominations should be given to the Board of Directors by the February meeting each year. This will allow the publication of a candidate list. Each nominee must be willing to serve on the board and in the group and be present at a majority of the Board meetings. Elections will be held at the April meeting.
- G. The Board of Directors will have responsibility of membership requirements, program content, services offered, all administrative issues, auditing financial records, setting membership dues, and appointment of program directors.
- H. The Board will have regularly scheduled meetings. However, meetings may be called at any time by the Chairman or upon request of two or more Board members. Unscheduled meetings will have a two week notice unless all members agree to an alternate time.
- I. The Board may not hold an official meeting or make decisions unless a quorum exists. A quorum will consist of 6 or more current Board members.
- J. No decision may be enacted without agreement by a simple majority of the Board members present at the meeting.
- K. The constituents of each board member are comprised of the Representative List of members which they are responsible for. Each Board member is responsible for bringing communication from their constituents before all members of the Board. Consequently, it is imperative that each Board member maintains open communication with each of his/her respective constituents.
- L. Vacancies of any Board position will be filled by appointment of the board.

#### Article 5 - Officers

- A. The new Board of Directors will elect the officers for the following year before the May membership meeting. At this meeting both outgoing Board members and incoming Board members will be present to ensure a smooth transition. The outgoing offices will be required to hand over all pertinent data to the newly elected officers by July 1.
- B. The Chairman and Vice Chairman positions will have a term limit of two consecutive years. Members who hold these positions have the option of additional terms, but with at least one year not served between.
- C. The office of the Chairman will require two-thirds majority vote for certification. In the event the Board cannot reach a consensus, a decision between the top two candidates can be made by simple majority of all CCHE group members. The Vice Chairman, Secretary and Treasurer positions will require a simple majority vote of the Board of Directors.
- D. The **Chairman** will
  - a. create an agenda for Board meetings and email it to all board members prior to the board meeting
  - b. be responsible to deliver an agenda for the monthly membership meeting to the newsletter editor by the deadline each month
  - c. email an agenda for this meeting to the board members by the first of the month of the meeting in case of any last minute cancellations or changes
  - d. chair Board and business meetings
- E. The **Vice Chairman** will
  - a. assist the Chairman as needed
  - b. assume the duties of the Chairman when they are unable to perform those functions
  - c. fill the position in the event it becomes vacant
  - d. serve as time keeper for all Board meetings.
- F. The **Secretary** will

- a. take minutes of Board meetings
  - b. create and distribute official Board correspondence (A Post Office box address will be maintained for all correspondence.)
- G. The **Treasurer** will
- a. administer the financial resources of the organization
  - b. prepare financial reports
  - c. coordinate finances with other CCHE entities in accordance with Board directives
- H. The vacancy of any officer position will be filled from within the Board by decision of the Board.
- I. Any officer may be removed by two-thirds agreement of all current Board members.

#### **Article 6- Budget**

- A. Disbursements from CCHE funds of less than 10% of annual membership dues to the exclusion of donations must be pre-approved by the Treasurer. Disbursements in excess of this amount must be pre-approved by the Board of Directors.
- B. An annual report will be prepared and distributed to the group in the Sept newsletter/website for the Fiscal Year July 1 –June 30. This report will include but not be limited to:
  - a. All income and expenditures of the general fund.
  - b. All income and expenditures of any special purpose funds.
  - c. All income and expenditures of all extracurricular projects: i.e. Yearbook, Testing, Etc.

#### **Article 7- Media Use**

- A. Advertising in the CCHE Student yearbook will be accepted from any person or business at the discretion of the yearbook advisor.
- B. CCHE will only allow its meetings or directory to be used for commercial purposes as it relates to educational material or family support.

#### **Article 8 - Amendments**

- A. Amendments may be proposed to the board at any time by any member in good standing.
- B. After a board review, the amendment may be presented to the general membership at the April business meeting. To pass, the amendment will need the approval of a simple majority of all current CCHE members present at the meeting.
- C. If the amendment is of an urgent nature this process can be expedited at the discretion of the board.