

Tri-Cities Home Educators of Virginia Handbook

COVID-19 DISCLAIMER

Coronavirus / COVID-19 Warning & Disclaimer

Updated: **July 30, 2021**

COVID-19, Flu, Colds, Germs:

As you know, Coronavirus, COVID-19, the flu, colds, etc. are all contagious, most of which spread easily through person-to-person contact. Please continue, as a family, to take the precautions that you see fit for your family to keep yourself from getting sick and spreading anything else to others.

TCHE is subject to any rules and mandates required at any facility that we might use for events. As we represent Christ, TCHE and the Homeschool community we will do our best to post the requirements of each facility if they are more specific or involved than TCHE.

What are we doing:

All events will require sign-ups to adequately prepare. Only those signed up may attend. This is more for us to be prepared for each event rather than be surprised by the number of attendees.

Masks are a personal choice. If your family feels more comfortable wearing one that is completely up to you.

We are washing our hands, staying home if we have a fever or our child has a fever, if our child is simply not feeling well, not coughing in others faces and such.

Above all, we are standing firm in Joshua 1:9 "Have I not commanded you? Be strong and of good courage; do not be afraid, nor be dismayed, for the LORD your God is with you wherever you go."

Article 1 – Name, Purpose, Location

Section 1 – The name of this organization shall be Tri-Cities Home Educators of Virginia. Tri-Cities Home Educators of Virginia, herein known as TCHE, is organized exclusively for social, educational and recreational purposes under section 501(c)(7) of the Internal Revenue Code.

Section 2- It is the intent and purpose of TCHE

- A. to support families who educate their children at home and the general support of homeschooling in a Christian worldview manner
- B. promote Christian communication and fellowship among our members,
- C. provide supplemental educational experiences through field trips and activities, and
- D. to promote homeschooling in our community as an educational alternative

Section 3 – The principle office location of TCHE shall be located in the home of the President. The principle mailing address shall be

Tri-Cities Home Educators of Virginia
P. O. Box 1136
Colonial Heights, VA 23834

The organization may have any number of offices at such places as the Board may determine.

Article 2 - Membership

Section 1 – All memberships, both active and alumni, are family memberships. Memberships are from August 1st through July 31st of the following year and are renewed during August of each year. Memberships can be begin any time during the year. Renewal memberships must also be renewed by August 31st of each year.

Section 2 - Any new families desiring to get a head start on their next year's school may pay a fee for the months of June & July. This Head Start fee will be \$5.00 per family. Per Section 1, your August 1st Annual Membership fee will be due.

Section 3 - Membership to the organization is fee-based, requiring dues.

Section 4 - Active members must be homeschooling or considering homeschooling in accordance with Virginia state law. Membership in TCHE shall not constitute proof of compliance with homeschool laws. Alumni memberships are open to former active members of group in good standing.

This includes families that file a Notice of Intent or have filed a religious exemption. We do not accept membership for families whose child has been expelled from school, those using a charter school from the government school system, or in private school.

Section 5 - Active members should reside in the cities of Colonial Heights, Petersburg, Hopewell and the surrounding counties of that area in the Commonwealth of Virginia.

Section 6 - Membership in TCHE becomes effective upon the acknowledgement of the TCHE's Statement of Faith and other guidelines set forth in the bylaws, by completing an online application of Membership, and by payment of annual dues.

Section 7 - The Statement of Faith for TCHE shall be: We believe that the Bible is the inspired and infallible Word of God and constitutes His completed and final revelation to man. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Genesis 1:26-27; Deuteronomy 22:5)

We believe that God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. (Genesis 2:24-25; Romans 1:18-31; I Corinthians 6:9-10, 15-20)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing

behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor with the principles of this group.

We believe that God exists in three persons: God the Father, God the Son, and God the Holy Spirit. We believe that Jesus Christ was God in human flesh, being fully God and fully man, yet committed no sin. We believe that all have sinned and come short of the glory of God, and the central purpose of the incarnation of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross and His resurrection from the dead in triumph over death and Satan. We believe salvation is a gift of God offered by his grace and mercy and that a person must accept that gift. Herein this document will be referred to as the "Statement of Faith."

Section 8 - Members will agree to the following Dress Code. In keeping with conservative Christian values, we believe that our clothing is representative of that witness. We ask that families honor the following dress codes when participating in our activities. Student clothing should be modest.

1. No low necklines, bare midriffs, or spaghetti-strap tops.
2. No excessively tight and / or revealing clothing.
3. No see-through shirts.
4. Shorts, dresses and skirts must be at least mid-thigh length for all students.

A student found in violation of the dress code may be asked to change into the proper attire or otherwise address the issue or could be asked to leave the activity. We appreciate the parent's role and guidance in this issue.

Section 9 - FIELD TRIPS: It is our desire to provide the group with interesting, informative, fun, and educational field trips. As we venture out, it is also our desire that our families conduct themselves in a manner that would reflect well on the home school community and be honoring to the Lord. **Please read through the Field Trip Etiquette below** and plan to spend a little time going over the information with your children before each outing.

A. Only immediate family members of registered TCHE families may attend our field trips and TCHE sponsored events. TCHE Board reserves the right to make exceptions on a case by case basis.

B. Responsibility: Please be responsible for the children you bring. Help them to behave so that all can enjoy the trip.

C. Please do not bring children outside of the age range indicated. Every effort is made to accommodate babies, toddlers, and strollers; however some field trips will not be suitable for them.

D. Please advise the Field Trip Coordinator as soon as possible if you are unable to attend, as there is generally a waiting list and a minimum group size required.

E. Please do not bring people who are not signed up for the field trip.

F. Dress Code: Please dress appropriately, and use good common sense.

Modesty is a foremost principle in Scripture. Although the Lord is concerned with our heart attitude, others look at our outward appearance. Cleanliness and neatness are good habits for our children.

G. Conduct (T.R.I.P. rules)

1. Please review the following rules with your children before each field trip and plan to arrive at least 15 minutes before your tour is scheduled to begin.

2. Together: Stay with your parent and group. Only touch what you have been told you may touch.

3. Respect: Be respectful of your surroundings and of the people around you.

4. Interested: Pay attention to your guide and listen well. Think of thoughtful questions.

5. Polite: Use your best manners and be sure to thank your guide.

H. "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ." Philippians 1:27

I. Field Trip Refund Policy: Due to the fact that the majority of field trips need to be paid for in advance and/or have minimum group requirements, we do not give refunds. However, if you find yourself in a position where you need to miss a field trip that you signed up and paid for but are unable to attend, you are welcome to post your spots on the TCHE forum and TCHE facebook page for a TCHE member to go in your place. It will be your responsibility to work out monies for the spots/tickets with that person. We realize that emergencies happen, however, over the past two years there has been a rise in no shows which has caused us to make these changes.

Section 10 - TCHE reserves the right to utilize pictures taken at TCHE events. TCHE has the right to use these pictures for promotion, website, yearbook

purpose, fellowship within the group and TCHE social media. It is the individual families responsibility to notify TCHE if pictures of your family can not be utilized for TCHE purposes.

Section 11 – Membership may be revoked by vote of the Board for valid causes. These are as follows:

- A. Conduct that brings dishonor to the group
- B. Conduct that is abusive, disruptive or divisive to the group
- C. Conflict Resolution - In the case of personal conflict, I will seek to resolve the conflict in accordance with Matthew 18. I may discuss the issue with the executive board of TCHE for the purpose of seeking counsel, but I should limit all other discussion to my spouse and the person(s) directly involved in the conflict.

Article 3 – Dues

Section 1 - The Board sets and publishes the amount of annual membership dues by August 1st of each year.

Section 2 – Membership dues are non-refundable. Any exceptions shall be approved by the President.

Section 3 – Membership dues may be reduced to families in times of financial hardship, based on need, at the discretion of the President and the Treasurer.

Section 4 – Membership dues are not tax deductible.

Article 4 - Meetings

Section 1 – The date of the regular annual meeting shall be determined by the Board of Directors who will also set the time and place.

Section 2 – Regular meetings of the Board may be held quarterly at such place and time as shall be designated by the standing resolution of the Board. Regular meetings of the organization shall be held throughout the year.

Section 3 – Special meetings may be called by an officer of the Board.

Section 4 – Notice of all Board meetings shall be provided to each Board member, by email or phone at least 3 days prior to the meeting.

Section 5 – Unless providentially hindered, TCHE shall hold a minimum of one meeting of the full membership each year.

Section 6 - Talent Night - Music that is from a secular genre will not be accepted for singing performances. All music must be pre-approved.

Article 5 – Board of Directors

Section 1 – The business of the organization shall be managed by a Board of Directors. The Board is responsible for maintaining the overall policy and direction of the organization. The Board shall delegate responsibility of day-to-day operations to the appropriate Activity Coordinator. The officers of the Board shall be President, Vice President and Treasurer. The Board of Directors shall appoint each of these officers. The Board may also appoint other officers it deems necessary.

Section 2 – To be eligible for general board membership, a prospective member should have homeschooled for at least two full years, have been a member of TCHE for at least one full year school years, been actively participating in TCHE events, have a letter of recommendation from someone under whom you have served and meet with current board members for understanding of job responsibilities.

Active Participation: 1. Attend four main events, 2. Be a proactive helper, 3. Have a facebook presence.

Section 3 – President

Special Requirement: Serve as one of the directing board members for a minimum of one year.

The Chair shall convene regularly scheduled Board meetings and shall preside or arrange for other Directors to preside at each meeting in the following order: Vice President, and Treasure.

Section 4 – Vice President

The Vice President will chair committees on special subjects as designated by the board; this is to include coordinating all volunteers and event coordinators for TCHE. In addition, the Vice President will facilitate meetings in the absence of the Board Chair.

Section 5 – Treasurer

The Treasurer shall make a report at each Board meeting. The treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public. In addition, the Treasurer oversees the TCHE membership and all records pertaining to membership.

Section 6 – Secretary

The secretary of a board takes notes, called minutes, at board meetings, then submits those minutes for amendment or approval by the board. If the organization does not have a business office, the secretary keeps its records and its non-financial legal documents, including its bylaws, articles of incorporation and minutes of historical meetings.

Section 7 – Voting Member

The voting member will be a deciding factor in voting. They will also carry out some of the extra duties that help run the group.

Section 8 - Officers of the Board will receive as a token of appreciation one school yearbook and one family membership in the group per year.

Section 9 – The Board shall meet at least 4 times per year at an agreed upon time and location. Board members shall not miss more than 1 meeting(s) per year.

Section 10 – Any Director may be removed from office with cause by the vote of the Board at any meeting of the Board.

Section 11 – Any Director may resign at any time before the completion of their term by giving a written, 30-day notice to the organization.

Section 12 – A quorum of at least 2/3 Board members is required before business can be transacted or motions made or passed. Attempt must be made via email communication to all board members before a decision can be made.

Section 13 – The Board members and Activity Coordinators must sign, and agree with, the Personal statement of faith as set forth in the Coordinator Agreement.

Article 6 – Board Positions

Section 1 - Board positions are ideally not forever; having a year of apprenticeship, a year of direct leadership and a year of mentoring the next leader is ideal but not required. This structure eases the transition from year to year, provides continuity, and share the leadership load.

Section 2 – Board members will agree to the following conditions.

A. I understand that my volunteer position is considered an advisory board position in TCHE and is thus considered a leadership position and is the very core of why the group runs.

B. I understand that leadership of TCHE is reserved for persons with a Biblical worldview, so I affirm with my signature the Statement of Faith for TCHE.

C. I understand that my correspondence by telephone, e-mail, social networks, texting, or other method, may be construed to represent the entire leadership of TCHE.

D. I agree to abide by the following TCHE communication policy: Use of any public or private electronic communications should reflect a supportive Christian attitude and therefore will not be used to resolve personal conflicts, to express offensive language, or in a way that would reflect poorly on Christ or TCHE as a whole.

E. In the case of personal conflict, I will seek to resolve the conflict in accordance with Matthew 18. I may discuss the issue with the executive board of TCHE for the purpose of seeking counsel, but I should limit all other discussion to my spouse and the person(s) directly involved in the conflict.

F. I understand that if my position requires monetary transactions, I am accountable to the TCHE treasurer for submitting any required reports and maintaining financial accountability. If my section owns any equipment, I will update our inventory listing for TCHE records at least annually, and I will require anyone borrowing equipment to sign/accept responsibility for the item.

G. I understand that I am accountable to the board for my area of coordination, and a basic report will be due no later than the end of June.

H. I understand that the TCHE executive board is available to me at all times for counsel and prayer.

I. I understand that I am encouraged to provide input to the board regarding TCHE matters.

Article 7 – Activity Coordinators

Section 1 - I understand that my volunteer position is considered a valuable leadership position in TCHE and is thus the very core of why the group runs.

Section 2 – The Board will create Activity Coordinator positions as needed, such as Yearbook, Sports, and Educational Activities. The Vice President shall appoint these positions.

Section 3 – Activity Coordinators and Team members are required to attend Leadership Team meetings.

Section 4 – No Coordinator shall have any power to: fill vacancies on the Board, adopt amend or repeal the by-laws, amend or repeal any resolution of the Board, or act on matters committed by the by-laws or resolution of the Board.

Section 5 – Coordinators will receive a paid year of membership for active year.

Section 6 – Activity Coordinators will agree to the following conditions.

A. I understand that my volunteer position is considered a leadership position in TCHE.

B. I understand that leadership of TCHE is reserved for persons with a Biblical worldview, so I affirm with my signature the Statement of Faith of TCHE.

C. I understand that my correspondence by telephone, e-mail, social networks, texting, or other method, may be construed to represent the entire leadership of TCHE.

D. I agree to abide by the following TCHE communication policy: Use of any public or private electronic communications should reflect a supportive Christian attitude and therefore will not be used to resolve personal conflicts within the group, to express offensive language, or in a way that would reflect poorly on Christ or TCHE as a whole.

E. In the case of personal conflict within the group, I will seek to resolve the conflict in accordance with Matthew 18. I may discuss the issue with the executive board of TCHE for the purpose of seeking counsel, but I should limit all other discussion to my spouse and the person(s) directly involved in the conflict.

F. I understand that, after contacting the Vice President for the allowed budget amount, if my position requires monetary transactions, I am accountable to the TCHE treasurer for submitting any required reports and maintaining financial accountability. If my section owns any equipment, I will update our inventory listing for TCHE records at least annually, and I will require anyone borrowing equipment to sign/accept responsibility for the item.

G. I understand that I am accountable to the Vice President, and the board, for my area of coordination, and a basic report will be due no later than the end of June.

H. I understand that the TCHE executive board is available to me at all times for counsel and prayer.

I. I understand that I am encouraged to provide input to the board regarding TCHE matters.

Article 8 - IRC 501(c)7 Tax Exemption

Section 1 - Upon the dissolution of TCHE, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(7) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall

be distributed to the federal government, or to a state or local government, for public purpose.

Section 2 - TCHE is organized exclusively to support families who educate their children at home and the general support of homeschooling from a Biblical Christian worldview under section 501(c)(7) of the Internal Revenue Code. No part of the net earnings TCHE shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 3 - Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(7) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article 9 – Amendments

Section 1 – These By-laws may be amended when deemed necessary by a majority vote of the Board of Directors. Proposed amendments must be submitted to Board President and sent along with regular board meeting notices.

Section 2 - Members will be notified by the Board of any Bylaw amendments. This communication will be provided by email/forum. The updated Bylaws will also be posted in yearly registration and available on the TCHE website at all times.

Article 10 – Dissolution

Section 1 - In the event that the membership numbers of TCHE fall below what is sufficient to provide financially and socially for the stated purposes, then any Board member may make a motion that the group dissolve. With a simple

majority approval of this motion, the Board shall call a business meeting which shall be advertised to all members for not less than 30 days. RSVPs shall be sought from the members to ensure that the interests of the membership not be able to meet at the designated time, the Board shall make provision for absentee ballots.

Section 2 - The motion to dissolve requires at least two-thirds majority of all those voting to pass. Should the motion pass, intent to dissolve shall be published for a period of 30 days to all members and publicly as necessary to all persons or organizations to which TCHE may have outstanding debts.

Section 3 - At the end of the 30 day announcement of intent to dissolve, and after the Treasurer has paid all outstanding debts presented, all remaining assets shall be distributed as determined by the Board to one or more organizations that closely adhere to the purposes of TCHE as stated in the Bylaws and Articles of Association.

Section 4 - The Directors on the Board that moves to dissolve shall be responsible to effect the dissolution.

Section 5 - The Treasurer shall be responsible to retain the financial records for 5 years, after which time they may be discarded in a manner that protects the privacy of the membership.

Last updated: July 31, 2021