

# **Christian Homeschoolers of Union County (CHUC)**

## **Organizational By-Laws**

*(updated 08.14.24)*

### **I. VISION**

CHUC is a Christian-based organization and exists to provide support to homeschooling families through monthly parent meetings and activities, such as the annual graduation ceremony, curriculum fairs, co-ops, clubs, educational events, field trips, etc.

### **II. MEETINGS**

- A. Monthly meetings are scheduled from August through May by the Board, before the first official meeting of the school year.
- B. Meetings are typically scheduled for the 3rd Monday of every month. However, meetings may be scheduled for the previous or following Monday to accommodate holidays.
- C. Rescheduling of meetings is at the Board's discretion.
- D. Meetings begin with prayer and a devotional (maximum 10 minutes).
- E. Hosting (also, see "Guidelines for Hosting a Meeting")
  - 1. The CHUC President will host the first and last meeting of each school year (Aug and May).
  - 2. Board members and/or Encouragers will host remaining meetings.
  - 3. Host tasks may be delegated. However, ultimate responsibility for the meeting may not be delegated.

### **III. MEMBERSHIP**

- A. Full Members ("Members") Must:
  - 1. Be born-again believers
  - 2. Sign the Doctrinal Statement of Faith
  - 3. Pay annual membership fee, which means the member is in "good standing"
  - 4. Attend a minimum of 3 meetings annually
  - 5. Help to host a meeting once per year as Encouragers
- B. Members may:
  - 1. Attend monthly meetings
  - 2. Access the CHUC website
  - 3. Organize, coordinate, and/or participate in all activities, including clubs, field trips, and co-ops
  - 4. Be a member of CHUC Committees
  - 5. Be nominated to serve on the Board
  - 6. Take on other leadership roles as determined by the Board

### **IV. ASSOCIATE MEMBERSHIP**

Individuals who are not born again believers and/or whose beliefs preclude them from signing the Doctrinal Statement of Faith, may choose to become Associate Members.

A. Associate Members must:

1. Pay annual membership fee
2. Attend a minimum of 3 meetings annually B.

Associate Members may:

1. Attend monthly meetings
2. Access the CHUC website
3. Participate in clubs, field trips, and co-ops C. Associate Members

may not:

1. Be nominated to serve on the board nor lead a monthly meeting
2. Organize or coordinate activities, including clubs, field trips and co-ops

## **V. MEMBERSHIP TERMINATION**

Membership can be terminated for the following reasons:

- A. Membership can be terminated upon request. The most common reasons are: your student is no longer being homeschooled, your student has graduated, or you have moved out of the area. In order to provide the best homeschool support group experience, any other membership termination requests will be reviewed by the CHUC board.
- B. Membership that has lapsed due to unpaid membership fees, will be parked/deactivated on the CHUC website. Membership can be reinstated when dues are paid.
- C. Membership can be terminated at the discretion of the CHUC board, if a member's communication and/or conduct is found to be offensive, abusive, or divisive. If that action is deemed necessary, the CHUC board will inform the member of its decision.

## **VI. THE BOARD**

A. Board Member Requirements

1. Current member in good standing for a minimum of two years, who is currently homeschooling their child/children.
2. Voting Board members must be homeschooling in the current year.
3. Prior Board members may continue on the Board as Non-voting (Honorary) Board members, at the discretion of the current Board.

B. Term of Office, Succession & Removal, and Resignation

1. Board will nominate candidates: 3 candidates for the 1st open position, 1 additional candidate for each position thereafter. The candidates will then be interviewed and chosen by the Board.
2. Term of office: to be determined; once in office, Board members are expected to serve a complete academic year (August to June).

3. The first six months of any new board appointment is considered provisional, as a training period to ensure that this candidate is a good fit for the position.
4. Board members may be removed for just cause by a Board majority vote.
5. Number of current Board members: 5
6. Offices: President, Vice President, Treasurer, Secretary, Web Administrator
7. Resignation: Apart from catastrophic emergency, Board member resignation should be announced to the Board in person and with 6-month's notice in order to ensure a smooth role transition, as needed

### C. Responsibilities of Officers

#### 1. President

- a. Schedule, announce, and run the first and last monthly meeting of the year as well as Board meetings (at least two per year, spring and summer)
- b. Oversee graduation planning process and ceremony
- c. Ensure that graduation committee members are experienced
- d. Ensure all graduation guidelines are followed (receive briefing of committee meetings from leaders)
- e. Respond to questions from members and prospective members in a timely manner
- f. Make announcements on behalf of CHUC
- g. Coordinate with Treasurer regarding CHUC banking transactions, bill payment, etc.

#### 2. Vice President

- a. Purchase supplies (Tags, holders, ID card, folders, pens, etc.)
- b. Handle insurance matters
- c. Keep documents
- d. Update, maintain, and print membership papers & cards
- e. Maintain any social media and Facebook site

#### 3. Treasurer

- a. Remind members to pay dues (deadline by the October meeting)
- b. Develop the annual expense report, covering membership fees collected, church donation amount, website payment, insurance payment, and paper/printing expenses
- c. Collect all membership monies
- d. Make bank deposits/withdrawals/charges and handle payments
- e. Record and maintain CHUC bank ledger for all banking transactions
- f. Approve membership requests and send out "custom" email from website
- g. Park (activate)/Un-park (deactivate) members

#### 4. Secretary

- a. Write and edit all official CHUC pronouncements and materials, including official correspondence and materials posted on website (all writing and edits to be approved by Board before publication)
  - b. Keep minutes of Board meetings
  - c. Write a monthly meeting invite/follow up message through website forum
  - d. Insert meeting dates and monthly topics from minutes onto website calendar
5. Web Administrator
- a. Update, monitor, and maintain CHUC website
  - b. Approve website membership requests, in coordination with Treasurer

## **VII. ENCOURAGERS**

Encouragers are members in good standing who are willing to take an active role in helping provide a warm, welcoming atmosphere at each monthly meeting.

### **A. Responsibilities**

- 1. Help coordinate and manage the monthly meetings, Oct. through May
- 2. Meet and greet newcomers
- 3. May take on other leadership roles, as requested or deemed necessary by the Board

### **B. Term of Office, Succession, and Removal**

- 1. Board will appoint 4 Encouragers at the beginning of the new school year
- 2. Term: one year; they may choose to continue at the end of the year
- 3. May be removed for just cause by a Board majority.

## **VIII. GRADUATION COMMITTEE**

A. The committee will be composed of four parents who are current members of CHUC, are in good standing, and are parents of participating graduates. One board member will monitor graduation meetings.

B. The committee will be formed at the September meeting.

C. The graduation guide, which outlines the ceremony and procedures, should be updated every year.

## **IX. EXTENUATING CIRCUMSTANCES**

A. In the event of an emergency, CHUC meetings will follow the protocols set forth by the host church and/or local and state authorities, as appropriate.

## **X. ADDITIONS & AMENDMENTS**

Additions, amendments, and deletions may be made at the discretion of the Board majority.