

**GRACE Christian Homeschool Services By Laws
Homeschool Non-Profit Support Group**

Article 1 – Name, Purpose, Location

Section 1 – The name of this organization shall be *GRACE Christian Homeschool Services*.

Section 2 – *GRACE Christian Homeschool Services* is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code. The mission of *GRACE Christian Homeschool Services* is to support homeschool families through guidance, recreational activities, academic classes, community events and education. As a Christian homeschool support group that serves Adams/York counties in south central PA, we provide classes, parties, field trips, fairs, meetings and other events. We are board led and member supported.

Section 3 – The principle office location of *GRACE Christian Homeschool Services* shall be located in Adams County in the State of Pennsylvania. The organization may have any number of offices at such places as the Board may determine.

Article 2 - Membership

Section 1 – The qualification for membership in this organization are:

- *Currently homeschooling or considering homeschooling in the Adams/York County area of Pennsylvania.*
- *Completely fill out an application including submitting any annual dues that are required.*
- *Agree to acknowledge and respect GRACE Christian Homeschool Services' Statement of faith.*

Section 2 - Membership to the organization is fee-based, requiring dues

Section 3 – Members of the organization shall have the right to one vote on matters submitted to a vote.

Article 3 – 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 at such place and time as shall be designated by the standing resolution of the Board.

Section 3 – Special meetings may be called by any officer of the board.

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

Article 4 – Board of Directors

Section 1 – The business of the organization shall be managed by a Board of Directors comprised of at least two Board members. The Board is responsible for maintaining the overall policy and direction of the organization. The Board may delegate responsibility of day-to-day

operations to appropriate committees. Board members shall receive no compensation (other than reasonable expenses) for their service on the Board.

Section 2 – The Board shall meet at least ten times per year at an agreed upon time and location. Board members shall not miss more than five meeting(s) per year.

Section 3 – All Board members shall serve for 1-3 year terms (staggered) and can be eligible for re-election.

Section 4 – Any Board Member may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 5 – Any Board Member may resign at any time by giving notice to the organization.

Section 6 – In the event of a vacancy on the Board (including situations where the number of Board members has been deemed necessary to increase), the Board Members shall do their best to fill the vacancy.

Section 7 – A quorum must be attended by at least sixty percent of the Board members before business can be transacted or motions made or passed.

Article 5 – Officers

Section 1 – The officers of the organization shall be President, Vice-President, Secretary, Treasurer and Clerk; each of these officers shall be voted in by current board of directors. The Board may also appoint other officers it deems necessary such as librarian or clerk.

Section 2 – The Board of Directors shall appoint officers for a term established by the Board.

Section 3 – Any officer may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 4 – Officers of the Board will not be compensated via salary for their service as an officer of the Board.

Section 5 – Board Chair/President

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 Chair, Secretary and Treasurer. The Board Chair appoints Committee Chairs.

Section 6 – Vice Chair

The Vice Chair will chair committees on special subjects as designated by the board. In addition, the Vice Chair will facilitate meetings in the absence of the Board Chair.

Section 7 – Secretary

The Secretary shall be responsible for enrollment, maintaining the groups directory and promoting the group and its activities.

Section 8 – Treasurer

The Treasurer shall make a report at each meeting. The treasurer shall file annual tax forms, assist in the preparation of the budget, receive and deposit funds, disburse funds authorized by the board and make financial information available to members.

Article 6 – Committees

Section 1 – The Board may create committees as needed, such as fundraising, public relations, and program committees. The Board Chair/President shall appoint all committee chairs.

Section 2 – NO committee 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 to another committee of the Board.

Article 7 - IRC 501(c)3 Tax Exemption Provisions

a. Upon the dissolution of *GRACE Christian Homeschool Services*, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) 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.

b. *GRACE Christian Homeschool Services* is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of *GRACE Christian Homeschool Services* net earnings 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.

c. No substantial part of the activities of *GRACE Christian Homeschool Services* shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

d. 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)(3) 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 8 – Amendments

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