

BY-LAWS OF Association of Roman Catholic Homeschoolers of Raleigh, Inc.

Article I – Name

The name shall be the **Association of Roman Catholic Homeschoolers of Raleigh, Inc.** (hereafter known as **ARCH Raleigh**), incorporated on June 29, 2017, as a North Carolina Non Profit Corporation.

Article II – Offices

The Corporation shall maintain in the State of North Carolina a registered office and a registered agent located at the registered office. The Board of Directors may by simple majority of minimum 2/3 quorum, change the location of the registered office and the person designated as the registered agent. The corporation may also have other offices at such places as the Board of Directors may fix by resolution.

Article III – Purpose

This corporation shall be organized and operated exclusively for religious, charitable, and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Title 26 United States Code, Subtitle A, Chapter 1, Subchapter F, Part 1, and Section 501(c)(3) of the Internal Revenue Code of the United States of America (or their corresponding future statutes). The primary purpose of **ARCH Raleigh** is to share information and offer encouragement, both spiritually and academically, with families committed to Roman Catholic home education. The guiding principle of all our functions and activities lies in our faithfulness to the teachings, Traditions and Doctrines of the Roman Catholic Church and the Magisterium of the Church, including the Holy Father in Rome, who, as successor to St. Peter, is the universal teacher in matters of faith and morals. ARCH Raleigh exists to provide support and service to all home educators who are registered members of the community in good standing (as defined in Article V), and to offer support to those who are in the process of considering membership. All sponsored activities of **ARCH Raleigh** shall be consistent with and in accordance with Roman Catholic moral values.

Article IV – Mission Statement

ARCH Raleigh is a community that promotes Catholic family life for families who choose to educate their children at home. We are committed to helping families grow in holiness, so that they may become witnesses of love and life in their families, parishes and the world. We believe that home schooling is a channel through which God's grace is helping to form holy families. The foundation and guiding principle of all **ARCH Raleigh** functions and activities is its fidelity to the teachings of the Roman Catholic Church, in communion with the Holy Father and the Bishop of the Raleigh Diocese. It is our firm belief that homeschooling is a vibrant, positive and challenging way of life. **ARCH Raleigh** membership is open to families of all faiths interested in homeschooling, with the understanding that we are faithful to the Magisterium of the Roman Catholic Church.

Article V Participants

Section 1. This organization shall not have members within the meaning of the North Carolina Nonprofit Corporation Act. However, families and individuals may choose to formally register with and participate in Corporate activities, for the purpose of availing themselves of support, communication, and community sponsored activities as approved and organized at the direction of the Board of Directors. Such persons shall be "Participants" as referred to herein.

Section 2. Eligible Participants of this organization are those families who home school a minimum of 1 child, or who are discerning to home school their children, or otherwise seek to support the efforts of Roman Catholic homeschooling families and whose completed application and registration fee have been accepted by the President, or by the Board of Directors, at the commencement of each school year (or at a later date if the school year has already commenced). A Participant year is from 7/1 to 6/30, regardless of the date of enrollment.

Section 3. Conflict Resolution may be necessary at times. We encourage all our Participants to follow the biblical principal as set up in Matthew 18:15-17.

*Moreover if thy brother shall trespass against thee, go and tell him his fault **between thee and him alone**: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican. Matthew 18:15-17*

A. Each Participant is expected to resolve any conflict with another Participant immediately, Biblically (Matthew 18) and directly with the person involved.

B If there is no resolution after attempting to resolve the conflict Biblically, a grievance may be submitted to the ARCH President who will bring it before the board for discussion. The board decision will then be communicated to the concerned individuals.

C. We STRONGLY discourage Participants from discussing their personal matters publicly, especially in relation to another ARCH Participant or other members of the community. Gossip of such nature is detrimental to the unity of the group and thus is strongly discouraged. In addition, this type of activity is a poor reflection of the group which should be Christ-like in character. Participants who persist in such behavior may be asked to leave the group in order to maintain unity and order within the group.

Section 4. Dissolution of Participation

A. Any Participant who actively encourages, promotes or attempts to recruit other participants, at **ARCH Raleigh** functions or activities, into activities in direct contradiction to the stated Purpose and Mission Statement of the organization is subject to discontinuation of their participation in Corporate activities by the Board of Directors.

B. Any Participant meeting the aforementioned reasons for removal, and who fails to resign from participating in Corporate activities or to amend their offending activities to the satisfaction of the Board of Directors, may be barred from participating in Corporate activities by a two-thirds (2/3) affirmative vote for removal by the Board of Directors.

Section 5. Participant Fees & Reimbursement

A. Participant registrations are to be renewed by returning participants no later than September 15th of each new school year.

- B. The participant fee amount will be established by the Board of Directors, based upon yearly budget requirements for community organization functions, activities and services.
- C. Participant fees are non-refundable.

Article VI Board of Directors

Section 1. The Governing Authority shall be known as the **Board of Directors**, and shall have plenary powers to do all things necessary and proper to operate **ARCH Raleigh** in accordance with the stated purpose and mission statement of the organization.

Section 2. Composition - The Board of Directors shall consist of registered community members as elected by sitting Directors.

Section 3. Number - The Board of Directors shall consist of at least five (5) members and not more than fourteen (14) members with one vote per member.

Section 4. Qualifications - Each member of the Board of Directors shall:

A. Sign an affirmation of **Association of Roman Catholic Homeschoolers of Raleigh** Mission Statement and Goals.

B. Be practicing Roman Catholics in their family life.

C. Be in fidelity to the teaching of the Magisterium of the Roman Catholic Church, the Ordinary of their particular Church, and the Supreme Pontiff in Rome, as successor to Peter.

D. Be home educating (some or all of) their school-age children, or have previously home educated their children.

E. Have agreed to serve the community in accordance with the requirements and duties of a Board member, including attendance at Board Meetings and community sponsored formation activities, as defined within the current and applicable **ARCH Raleigh** organizational chart.

Section 5. Terms of Office - A Board member has no restricted terms of service and may serve as long as they meet the Qualifications, desire to serve, and have not been removed from office by the Board of Directors (without reinstatement).

Section 6. Manner of Election - The Board shall elect its own members. A Board member shall not vote on their own appointment (or removal), for obvious reasons. Sitting Board members may submit a nomination for a new Board member to the Board of Directors for consideration when there are vacancies in the Board. The Board of Directors prefers that nominations be made for Board consideration at the Annual Meeting (i.e. the first Board meeting of each new school year). Election of a nominee to the Board of Directors shall be by at least two-thirds (2/3) affirmative vote of the members of the Board of Directors.

Section 7. Removal - Any Board member who fails to meet the qualifications as set forth in this document is expected to voluntarily resign or may be removed by two-thirds (2/3) vote of the Board then currently in office. Additionally, any Board member may be removed from the Board, with or without cause, by a 2/3 vote of the remaining members of the Board then in office.

Section 8. Vacancies - Vacancies in the Board of Directors caused by the death, resignation, removal of a member, or a newly created position may be filled by election by a 2/3 affirmative vote of the remaining Board members at the time that the vacancy occurs, provided a qualified nominee is presented for election by a sitting board member.

Section 9. Compensation - Members of the Board of Directors may receive reasonable reimbursement for expenses incurred in the maintenance of their duties on behalf of the

organization (as approved by the President), but shall not be compensated for their service as board members. Persons who render service to the organization in some capacity other than as a member of the Board of Directors may be compensated for their services only when approved by the Board of Directors in advance.

Article VII Officers

Section 1. Titles

The offices of this corporation shall consist of at least four (4) offices – President, Vice-President, Secretary and Treasurer - and shall be selected by the Board of Directors at the annual meeting, at the commencement of each school year, to carry on the business of the Board for the period of one school year. Board members serving as officers do not forfeit their voting rights.

A. The officers shall be selected from the sitting Board of Directors and have served on the ARCH board for at least 4 months and attended at least one board meeting.

B. The officers may serve an unlimited number of terms.

Section 2. Removal - Any officer may be removed by a minimum two-thirds (2/3) vote of the Board of Directors then in office, with or without cause.

Section 3. President - The President shall preside at meetings of the Board, compose Board meeting agendas, maintain relationships with other state and national home school organizations, and oversee and coordinate the business of the organization, except where specific duties are delegated by the Board to other individuals. The President, by permission of the board, may assign administrative responsibilities to another individual, whether paid or unpaid, said individual serving as a non-voting ex officio member of the Board.

Section 4. Vice-President - The Vice-President shall assist in the fulfillment of the duties and responsibilities of the office of President. The Vice-President shall be the presiding officer in the absence of the President and have the same authorities and powers while presiding in the absence of the President.

Section 5. Secretary - The Secretary shall take minutes at all Board meetings, act as custodian of all records and reports during their service as secretary, and shall in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board. The Secretary, by permission of the Board, may assign certain of his responsibilities to another individual, whether paid or unpaid, said individual serving as a non-voting ex officio member of the Board.

Section 6. Treasurer - The Treasurer shall keep or cause to be kept correct and accurate accounts of the property and financial transactions of the organization and in general perform all duties incident to the office of Treasurer and such other duties as may be assigned from time to time by the Board. The Treasurer, by permission of the Board, may assign certain of his responsibilities to another individual, whether paid or unpaid, said individual serving as a non-voting ex officio member of the Board.

Article XIII Committees, Clubs, and Subgroups

Section 1. Executive Committee - There shall be no Executive Committee. Any and all on-going major financial, budgetary, disciplinary issues occurring between Board meetings will necessitate special meetings of the Board of Directors. This does not affect the ability of

Officers to perform their ordinary duties, and the subsequent reasonable decisions that must be made in regards to ordinary and daily functions of the organization.

Section 2. Other Committees – Committees may be established (or dissolved) from time to time by the President of ARCH Raleigh or by action of the Board of Directors. Committee coordinators also may be appointed (or removed) by action of the Board of Directors. The purpose of all established committees is to provide services to the **ARCH Raleigh** community in general, to consider and report on matters assigned at the time of appointment or action, and to organize **ARCH Raleigh** sponsored activities. A list of all committees, and/or committee coordinators will be made available to **ARCH Raleigh** members

Section 3. Responsibilities of Committees, Clubs, and all other subgroups – Any committee, club, or subgroup sanctioned by ARCH or otherwise using the name and resources of ARCH are required to provide status of their activities at least quarterly to the ARCH president in time for regular meetings of the Board of Directors, but more often if requested by the President. This status may be provided in writing by hand or electronically, or verbally by way of attendance at such quarterly meetings.

Section 4. Limitations on the Powers of Committees - No committee may authorize payment of a dividend or any part of the income or profit of the corporation to its directors or officers; may approve dissolution, merger, or the sale, pledge, or transfer of any or all of the corporation's assets; nor may adopt, amend, or repeal the Articles, bylaws, or any resolution by the Board of Directors. No committee may authorize removal of directors or members of any committee without a resolution of the Board of Directors.

Article IX Board of Director Meetings

Section 1. Regular meetings - Regular meetings of the Board of Directors shall be held at times and places established by the President and shall be held at least quarterly. Notice to non-board member ARCH participants of the date, time, place or purpose of these meetings is not required.

Section 2. Special meetings - Special meetings of the Board of Directors may be held to conduct the business of the organization. The President may call such meetings on his own initiative but shall be obligated to call such meetings when requested to do so by three (3) or more other voting members of the Board. Notice of such meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each Board member personally or by telephone or by electronic means(email, web forum, etc.) not less than two days prior to the special meeting.

Section 3. Quorum and Action - There must be a quorum present in order for the Board of Directors to conduct official business. A quorum exists when at least 2/3 of members of the Board of Directors in office immediately before the meeting begins are present. If a quorum is present, action is taken by an affirmative vote of 2/3 of directors present for normal business matters. Special circumstances regarding dissolution and special conditions as stipulated in other sections of this same document are by 2/3 quorum, unless otherwise indicated in the adopted bylaws of **ARCH Raleigh**.

Section 4. Conducting business by telephone - A telephone conference call or other electronic means of communication shall be considered a regular or special meeting if a quorum can be convened in the conference call such that each member involved can hear each of the other

members as they speak.

Article X Amendments

Section 1. Method of Amendment - The by-laws of Association of Roman Catholic Homeschoolers of Raleigh, hereafter known as “**The Bylaws**”, may be amended by a three-quarters (3/4) vote of the Board of Directors then in office (2/3 member quorum requirements and 2/3 vote of present board members does not apply to Amendment of bylaws). A minimum of three-quarters (3/4) of sitting Board Members must be present for quorum and a minimum of three-quarters (3/4) of sitting Board Members must approve any proposed amendment to the Bylaws for it to be adopted.

Section 2. Articles Requiring Special Conditions for Amendment - Notwithstanding the above provisions, Articles V, VI.2, VI.4, VI.6, VII.1.A, X.2 may only be amended by 100 percent approval of the sitting Board Members and no provisions for proxy voting will be allowed for any Board Member.

Section 3. Prior to the occurrence of a meeting for the purpose of voting on a proposed amendment to **The Bylaws**, each Board member shall be given at least two days notice of the date, time and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to **The Bylaws** and shall contain a copy of the proposed amendment.

Article XI Dissolution of Organization

This organization may be dissolved and its activities closed by a three-quarters (3/4) vote of the entire Board of Directors. After payment of all bills and proper claims, remaining assets shall be disposed of in cash or in kind by transfer to a not for profit organization(s). Such organization(s) are to be selected by the final serving Board of Directors of Association of Roman Catholic Homeschoolers of Raleigh, prior to dissolution.