

**BYLAWS LOWCOUNTRY CHRISTIAN HOME EDUCATORS' ASSOCIATION  
CHARLESTON, SOUTH CAROLINA**

**ARTICLE I**

**Name**

The name of this Association shall be the **LOWCOUNTRY CHRISTIAN HOME EDUCATORS ASSOCIATION**, herein referred to as "The Association" or "Home School Association."

**ARTICLE II**

**Purpose**

**Section A.** The Association has been formed to provide support, guidance, and encouragement to one another as home educators. The association works to create relationships based on closely held Christian principles.

**Section B.** Membership provides opportunities throughout the tri-county area and beyond that would often not be available to an individual. Because LCHEA is a volunteer driven organization, any event or activity may be cancelled if volunteers are not available to perform duties to pursue the event.

**Section C.** The Association has been formed for the purpose of conducting a Christian community association exclusively for the community benefits and not for profit. Earnings are exclusively for the benefit of the Association and its members. The Association is not organized for business purposes or profit. The Association is filed under section 501(c)(7) of the Internal Revenue Code.

**Section D.** The Association may be dissolved at the direction of a simple majority of the Officers of the Association (hereinafter "The Board"). In the event of dissolution, the residual assets of this organization shall be turned over to another organization that is exempt from Federal Income Tax.

## **ARTICLE III**

### **Powers**

**Section A.** The Board of the Association shall have the following powers:

1. To expel or suspend members;
2. To require the collection of dues and charges to retain membership in this Association;
3. To appoint such subordinate officers, agents, or advisors as the business of the Association may require, prescribe their duties, length of service, and fix their compensation; and,
4. To make, amend and delete the Bylaws of the Association. The activities of the Association and its affairs shall be conducted by the Board in any manner consistent with the Bylaws.

**Section B.** The Voting Officers of the Board shall consist of all Officers, except the Chair. In the event of a tie, the Chair will provide the deciding vote.

**Section C.** Two-thirds (2/3) of the member families present at any called meeting may direct the Board to take such action as they deem appropriate and consistent with the Bylaws. For the purposes of directing the Board, a called meeting must have a quorum present of at least sixty percent (60%) of the member families, with at least ten (10) days' notice given for the meeting.

## **ARTICLE IV**

### **Officers**

**Section A.** The affairs of the Association shall be directed by a Board of Directors as described in detail below. In addition, the Board may create up to three (3) additional Board member positions not to exceed a maximum of fifteen (15), as necessary to fulfill the mission and vision of the Association. Officers shall be persons meeting conditions for leadership as prescribed in Section 2 of Article IV, as well as holding membership status as prescribed in Article V. When a Board position becomes available, LCHEA members will be notified and interested members should submit their qualifications to the Board Chair. The approved member shall be confirmed by a simple majority vote of the Voting Officers. Each Officer shall have one (1) vote in decisions of the Board. In the event of a tie, the Chair shall be the deciding vote. There shall be no absentee voting or voting by proxy.

**1. Chair** - The Chair shall preside at all specially called membership-wide meetings of the Association and shall generally direct and supervise all business of the Association as approved by the Board. In addition, the Chair shall preside at all meetings of the Board and shall be Chair thereof. The Chair has authority to make disbursements using currently acceptable methods (check, online, automatic payment, etc) and sign papers that shall be approved by the Board. The Chair shall be chosen from among the active Board by a simple majority vote of the Voting Officers. In the event that there is no one available from the active Board, the position may be filled by a former Board member who is an active member of the Association. In case there is no current or former board member willing to act as Chair, then the Chair may be chosen from the current LCHEA membership. The Chair shall also appoint the person(s) responsible for taking minutes for all meetings of the Board.

**2. Vice-Chair** - In the absence, death or disability of the Chair, the Vice-Chair shall perform all the duties of the Chair and shall be vested with all the powers of the Chair. The Vice-Chair shall exercise and discharge such other duties as may be determined by the Chair and/or the Board. The Vice Chair has authority to make disbursements using currently acceptable methods (check, on-line, automatic

payment, etc) and sign papers that shall be approved by the Board. The Vice-Chair shall be chosen from the active Board by a simple majority vote of the Voting Officers. In the event that there is no one available from the active Board, the position may be filled by a former Board member who is an active member of the Association by a simple majority vote of the Voting Officers. In case there is no current or former board member willing to act as Vice-Chair, then the Vice-Chair may be chosen from the current LCHEA membership.

**3. Membership Coordinator** - The Membership Coordinator shall process applications and prepare fees for deposit from prospective Association members, maintain current membership rolls, prepare rosters, and send out new welcome letters. This Officer is required to submit a report for every Board meeting.

**4-5. Accounts Receivable & Payable Treasurers** - The Accounts Receivable (AR) Treasurer and the Accounts Payable (AP) Treasurer shall, dependent on their respective duties, receive and disburse all monies for the Association; complete and submit all federal and state paperwork; and render financial reports to the Chair for each Board meeting and at other times when so directed by the Board.

**6. High School Advisor (Grades 9 -12)** -The High School Advisor will oversee LCHEA members who provide high school mentoring and provide high school orientations. This Advisor will also assist coordinators, as needed, of Graduation, Prom, Student Council North and West, NHHS and Yearbook. Various other activities, groups, and events as needed will be overseen by this Advisor. If this position is not filled, the duties that are vital to the Association will be dispersed to other Board members until such time that a member shall come forward to fill this opening. Those duties that are not vital will be eliminated until the position is filled.

**7. Middle School Advisor (Grades 6-8)** - The Middle School Advisor will oversee LCHEA members who provide middle school mentoring. This Advisor will also assist coordinators, as needed, for Stanford testing, PSAT, Spelling Bee, and Math Club/ Mathcounts Competition in any way necessary and keep board updated on their activities. Those duties that are vital to the Association will be dispersed to other Board members until such time that a member shall come forward to fill this opening. Those duties that are not vital will be eliminated until the position is filled.

**8. Elementary School Advisor (Grades K5-5)** - The Elementary School Advisor will oversee LCHEA members who volunteer to organize age/grade related events as needed. If this position is not filled, the duties that are vital to the Association will be dispersed to other Board members until such time that a member shall come forward to fill this opening. Those duties that are not vital will be eliminated until the position is filled.

**9. New Member Coordinator** - The New Member Coordinator will be responsible for responding to non-member emails, overseeing homeschool orientations, and welcoming new members. If this position is not filled, the duties that are vital to the Association will be dispersed to other Board members until such time that a member shall come forward to fill this opening. Those duties that are not vital will be eliminated until the position is filled.

**10. Web Administrator** - The Web Administrator will be responsible for the LCHEA website and all responsibilities associated with it.

**11. Board Member(s) At Large** - The Board Members at Large attend LCHEA meetings and work in whatever capacity the Board agrees upon. There can be up to three people given this position on the Board.

**Section B.** The Board of Officers shall meet the membership requirements stated in Article V, as well as the following conditions for leadership:

1. Must be actively home-educating; exceptions to be reviewed by the Board and approved or disapproved;
2. Must adhere to the Statement of Faith as stated in Article VIII;
3. Must adhere to the Code of Conduct;
4. Must be an active participant of the Association;
5. Must be willing to attend Board meetings regularly and participate in the governing activities of the Board; and
6. Must monitor the organization's financial matters and management activities in an oversight role.

**Section C.** All Board members shall take office on June 1. Term of office shall be for a minimum of one (1) year with a recommendation that at least two (2) Board members serve at least two (2) consecutive years so as to promote continuity. It is expected that the AR and AP Treasurers are able to serve two years to allow for the staggering of their positions to ensure that a continuity in processing financial

affairs for the Association exists. The Treasurer(s) will hold office until July 31st to ensure that all federal and state reporting has been made. From June 1 - July 31, the “outgoing” Treasurer(s) will not have voting privileges in Board matters. This is held for the “current” Treasurer(s). In the event one of the Treasurer's positions cannot be filled by June 1st of each year, the one treasurer will fulfill the duties of both positions until a second treasurer can be found. Until that time as another treasurer is found, the current dual treasurer will have only one vote. Board members shall serve for the duration of their term, or until termination of their membership, resignation, or removal, whichever is earlier. If a Board member is unable to complete his/her term of office, the Voting Officers shall appoint a temporary member to fill the unexpired term. During a year when a change of leadership will occur, a time of training and/or shadowing of the current leader may be designated to prepare the incoming leader for the future role.

**Section D.** No Board member shall hold more than one (1) Board position at a time unless approved by the Voting Officers of the Board.

**Section E.** Meetings of the Board may be called, held, or conducted by any member of the Board in accordance with such rules and procedures as they may adopt. A 60% majority of the Voting Officers shall constitute a quorum at any meeting of the Board. Board meetings are open to all members of the Association, as outlined in the Operating Guidelines. Minutes of these meetings will be available to LCHEA members upon request.

**Section F.** All disbursements must be made using currently acceptable methods (check, online, automatic payment, etc.) which shall be authorized for signature by the AP Treasurer, Chair, or Vice-Chair. Expenditures for payments of expenses or bills and expenditures under emergency situations shall be approved by the Voting Officers who may also approve funds from sources other than Association dues and disburse the same at their discretion.

**Section G.** Mileage Reimbursement. Board members may be reimbursed for mileage while attending to LCHEA business at the standard charitable mileage rate as defined by the Internal Revenue Service. A mileage record must be submitted along with the reimbursement request. Meal Reimbursements. Board members may be reimbursed for meals while attending to LCHEA business as the

budget allows. Additionally, a LCHEA board appreciation dinner will be provided annually as the budget allows.

**Section H.** A Board member may be terminated by a two-thirds (2/3) vote of the Voting Officers for violation of the Bylaws, for conduct unbecoming a member of the Board or for other due cause as determined by the Officers.

## **ARTICLE V**

### **Membership**

**Section A.** Qualifications to gain membership or maintain membership in this Association are:

1. Concurring with the written Statement of Faith, Code of Conduct, Bylaws, and Guidelines of the Association as stated on the website application;
2. Paying annual dues, the amount of which will be approved by the Officers;
3. Actively homeschooling at least one student and demonstrating compliance with the South Carolina Home School Laws, with the exception of preschool aged children being homeschooled and those with alumni status;
4. Demonstrating an active, supportive interest in homeschooling and this Association.

**Section B.** Disqualifications for obtaining membership or maintaining membership privileges and reasons for termination:

1. The Association will not accept into membership any family that has one or more children being educated in a virtual charter school, a form of public schooling at home, even when that family has one or more children being homeschooled.
2. In accordance with its Statement of Faith and authority of Scripture, the Association will not accept into membership or will terminate the membership of families with parents or guardians involved in same-sex relationships, civil unions, polygamy, or other non marital-sexual relationships.
3. Membership of any person in the Association shall terminate if the member cannot fulfill or maintain the above qualifications (Specifically Article V

Section A) or if said member resigns in writing or in person to the Chair of the Association or Membership Coordinator.

4. The LCHEA membership roster is solely for LCHEA use and is never to be used for commercial or non-LCHEA purposes. If a member violates this policy, the Voting Officers may consider termination of membership privileges.
5. Membership may also be terminated by a simple majority vote of the Voting Officers for violation of these Bylaws, for violation of rules and regulations of the Association or for conduct unbecoming a member or for other due cause as determined by a hearing held by the Officers to which the member in question will be provided a reasonable opportunity to attend and to speak. "Reasonable opportunity" is defined as including no less than ten (10) days nor more than thirty (30) days prior notice of the hearing. Any family whose membership in the Association has been terminated may not participate in LCHEA events or activities. Any person whose membership in the Association has been terminated can rejoin only by permission of a majority of the Voting Officers. The Voting Officers shall have the right to reject any application for membership if, in the opinion of the Officers, due cause for said rejection exists.

**Section C.** Alumni status membership is available and terms are detailed in the Operating Guidelines Manual.

**Section D.** The Voting Officers reserve the right to vote to accept an application into membership of any person who may have special circumstances including scholarships as detailed in the Operating Guidelines Manual.



## **ARTICLE VI**

### **Committees**

**Section A.** A Financial Review Committee of two (2) Association members shall be appointed by the treasurers whose duty it shall be to review the Treasurer's accounts at the close of the fiscal year (June 1 - May 31). The report resulting from this review will be due to the Board within six (6) months of fiscal year end. This review shall be performed on an annual basis, or if not feasible or practical, every two years. A financial report shall be made available to any Association member upon requesting the report and stating his/her reason(s) for wanting this information. All requests must be addressed to the Chair and must be approved by the Board before financial information is released.

**Section B.** The Board may establish other committees when necessary. All committees shall meet at such times and under such procedural rules as they may deem necessary and appropriate unless otherwise directed by the Board.

## **ARTICLE VII**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Association may adopt. Bylaws are important to orderly, productive organizations and should not be taken lightly or without great care. Bylaws amendments are serious undertakings and should only be made when absolutely necessary. Bylaws amendments shall require an approval of two-thirds (2/3) majority vote of the Voting Officers. However, should more than one-third (1/3) of the Voting Officers vote in the opposed of the amendment, then the opposed wins.

## **ARTICLE VIII**

### **Statement of Faith**

**Section A.** A requirement for Association membership is adherence to the following Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in the three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.