

Tri-Cities Home Educators of Virginia Handbook

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

Section 3 – 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 und 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 4 - 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 5 – 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 6 – 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 7 - 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 8 - 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 9 – 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.

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, Secretary, and the Treasurer and one Voting Member. 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 three years, have been a member of TCHE for two

school years, been actively participating in TCHE events, and have a letter of recommendation from someone under whom you have served.

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, Secretary and Treasurer and Voting Member.

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 – Secretary

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained. In addition, the Secretary oversees the TCHE membership and all records pertaining to membership.

Section 6 – 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.

Section 7 - Voting Member

The Voting Member of the board supplies vital input and direction for leadership within the board, works behind the scenes to help assist in group changing decisions, and assists in helping with the large events as needed.

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 – All Board members shall serve a minimum of 1 year but no more than 3 years unless position has not been filled.

Section 11 – Any Director may be removed from office with cause by the vote of the Board at any meeting of the Board.

Section 12 – Any Director may resign at any time before the completion of their term by giving a written, 30-day notice to the organization.

Section 13 – In the event of a vacancy on the Board (including situations where the number of Board members has been deemed necessary to increase), the directors shall fill the vacancy.

Section 14 – A quorum of at least 3 Board members is required before business can be transacted or motions made or passed.

Section 15 – 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 a three year position, involving a year of apprenticeship, a year of direct leadership and a year of mentoring the next leader. 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.
- 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 entitled to provide input to the board regarding TCHE matters.

Article 7 – Activity Coordinators

Section 1 – The Board will create Activity Coordinator positions as needed, such as Yearbook, Sports, and Educational Activities. The Vice President shall appoint these positions.

Section 2 – Activity Coordinators and Team members are expected to attend Leadership Team meetings.

Section 3 – 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 4 – 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 entitled 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: May 8, 2017