

# **Green Bay Area Christian Homeschoolers By-laws**

**Article I      Name**

**Article II     Statement of Purpose**

**Article III    Statement of Faith**

**Article IV    Goals**

**Article V     Membership**

**Section 1 Requirements**

**Section 2 Benefits**

**Section 3 Responsibilities**

**Section 4 Revocation of Membership**

**Section 5 Legal Notices and Liability**

**Article VI    Leadership**

**Section 1 Board**

**A. General Board Duties**

**B. Board Composition**

**1. Facilitator**

**2. Secretary**

**3. Treasurer**

**4. Members-at-Large**

**C. Terms**

**D. Election Process**

**E. Vacancies**

**F. Revocation of Board Members**

**Section 2 Committees**

**A. General Committee Duties**

**B. Committee Composition**

**1. Coordinator/Co-coordinator**

**2. Committee Members - at- Large**

**3. Terms**

**4. Formation**

**Article VII    Conflict Resolution**

**Article VIII   Amending the By-laws**

**Article IX    Dues**

**Article X     Dissolution**

**Article XI    Bibliography**

## **Article I      Name**

The name of this organization shall be the Green Bay Area Christian Homeschoolers (GBACH). This organization is primarily located in Green Bay, Wisconsin but encompasses the surrounding communities.

## **Article II      Statement of Purpose**

The purpose of this organization is to provide Christ-centered support and encouragement as well as to offer academic, social, and service opportunities to private homeschools.

## **Article III      Statement of Faith**

The purpose of the GBACH Statement of Faith is to state the governing principles by which GBACH will operate.

Acceptance of the GBACH Statement of Faith is not required for membership in GBACH. However, prior to being accepted, all members shall acknowledge, in writing, that they understand that the GBACH Statement of Faith constitutes the governing principles of this organization and that they agree to abide by same.

All members of the Board and Elections Committee shall be required to affirm, in writing, their personal agreement with, belief in, and acceptance of the GBACH Statement of Faith.

1. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
2. We believe in Jesus Christ – the holy, sinless Son of God and only Savior of mankind.
3. We recognize the Bible as the source and authority of the governing principles of this organization. (2 Timothy 3:16) <sup>1</sup>

## **Article IV      Goals**

The following are the goals of this organization:

1. To affirm and protect the right to educate our children at home
2. To be a means of support, encouragement, and information to those who are new to or interested in homeschooling
3. To offer Christ-centered activities, fellowship for homeschooling families, and positive socialization opportunities for our children through field trips, seasonal activities, and co-operative learning, as resources permit
4. To encourage homeschooling excellence.

## **Article V      Membership**

A GBACH membership runs from August 1<sup>st</sup> until July 31<sup>st</sup>.

### **Section 1      Requirements**

1. Members must register and pay dues as determined by the Board.
2. Members shall acknowledge, in writing, that they understand that the GBACH Statement of Faith constitutes the governing principles of this organization and that they agree to abide by same.
3. Members with school age children must fill out a Department of Public Instruction form PI-1206 on at least one of their children. This form is for home-based, private educational programs. Any school that is not controlled by the parent will not be considered for GBACH membership.

There are several exceptions in which membership will be granted without filling out a DPI form PI-1206. The exceptions are the following:

- a. In the case of a homeschooling family educating pre-school age children, no DPI form is required for membership.
- b. In the case of a homeschooling family with a previous membership and no children of school age, no DPI form is required for membership (e.g. all children have graduated – an Alumni membership).
- c. The Board will evaluate other membership applications on a case-by-case basis.

### **Section 2      Benefits**

1. Members will receive/have access to the monthly newsletter and/or e-mail chain.
2. Members will have access to the Membership Directory.
3. Members will have access to the GBACH website “Members Only” sections.
4. Members will have voting privileges consisting of one vote per family.
5. Members will be offered the opportunity to attend GBACH-sponsored fieldtrips and activities.
6. Members will receive support, encouragement, and fellowship.

### **Section 3      Responsibilities**

1. Members must hold information included in the membership directory, website passwords, and website password-protected information in confidence. No part of the directory or

website password-protected information is to be distributed to any non-member or non-member organization.

2. Members are expected to refrain from immoral practices as defined in, but not limited to, the following scriptures:
  - a. 1 Corinthians 6:9-11 <sup>2</sup>
  - b. Galatians 5:19-21 <sup>3</sup>
  - c. Ephesians 5:5 <sup>4</sup>
3. Conflict resolution shall be based on the following scriptures:
  - a. Matthew 5: 7 <sup>5</sup>
  - b. Matthew 7:1-5 <sup>6</sup>
  - c. Matthew 18:15-17 <sup>7</sup>
  - d. 1 Thessalonians 5:14 <sup>8</sup>

*Additional information on conflict resolution is found in Article VII.*

4. Members are expected to show respect for doctrinal differences in biblical belief, backgrounds, and methods of homeschooling.
5. Each family is responsible for their own safety and well-being during GBACH activities. Members acknowledge the risks of attending, traveling to and from, and participating in social, athletic, service, educational, and all other activities and hereby assume all risks.
6. All parents, chaperones, and students are expected to represent GBACH with the highest standards of integrity and Christian character. Therefore, at all GBACH-related functions, the following standards are to be observed:
  - a. No profanity
  - b. No smoking
  - c. No drugs or alcohol
  - d. No fighting
  - e. No slander
  - f. No inappropriate messages, pictures or symbols are to be worn
  - g. No weapons
  - h. No physical or verbal insults
  - i. Modest and appropriate dress (keep your underwear under your wear).
7. GBACH activities are led by an individual or group of individuals from the membership or by qualified non-members.

GBACH encourages veteran homeschoolers to mentor others and volunteer to lead GBACH-sponsored activities. GBACH activities require shared responsibility among the membership.

## 8. Volunteering

GBACH is a Christian, volunteer-run organization. In order to maintain the quality of our organization, all members are expected to contribute in a manner that reflects what they receive from the group.

All members should volunteer for an available position or indicate a way in which they will contribute. This can be done when signing up for the annual membership renewal or throughout the year by contacting committee coordinators.

#### **Section 4      Revocation of Membership**

1. The Board has the right to revoke the membership of any member if the member has violated the terms of these by-laws. In the event of a member's resignation or revocation of membership, said member shall not have any claim for refund of any monies paid.
2. For revocation, a specific closed session Board meeting is required with the member invited to attend. Prior to revocation, attempts for member reconciliation shall have occurred per Article V, Section 3, Part 3. A consensus consisting of 75 percent of the Board is required to revoke a membership.

#### **Section 5      Legal Notices and Liability**

As a condition of membership in GBACH, all member families must sign a waiver of liability.

1. Each member shall hold harmless all parties connected with the operation of the Green Bay Area Christian Homeschoolers from any claim of or for injury or loss which might result from participation, by any or all of the members and in any of the meetings, activities, or events.  
  
“All parties” includes all those serving in group leadership, those leading field trips or other activities, as well as the facilities used for meetings or activities.
2. GBACH shall not as a group lend its name to endorse or finance any outside operations (e.g. political groups or candidates, businesses, etc.)
3. GBACH does not serve the purpose of counselor, lawyer, or social worker.
4. The name Green Bay Area Christian Homeschoolers and GBACH shall only be used with the approval of the Board.

#### **Article VI      Leadership**

##### **Section 1      Board**

The Board shall strive to safeguard the integrity of GBACH by setting an example of godly character, servant leadership and sacrifice.      (Philippians 2:1-11) <sup>9</sup>

The Board is accountable to the membership of GBACH.

##### **A.      General Board Duties**

The Board is responsible to see that all parts of GBACH are functioning properly as per GBACH policies and is entrusted to implement Articles II (Statement of Purpose) and IV (Goals) of these by-laws as specified below:

1. Board Meetings

The Board will set the time, date, and locations for the Board meetings for the year. It is the responsibility of each Board member to attend these regularly scheduled meetings. Two thirds of the Board Members must be present to conduct a meeting.

- a. The regularly scheduled meetings must be open to all members of GBACH to attend.
- b. The Board should meet at least quarterly and as needed to meet the business needs of GBACH.

2. Support Meetings

The Board will set up locations for and facilitate support group meetings for the year. The Board will decide the meeting topics, determine time and locations, and identify speaker(s) as needed. The Board will coordinate the set-up and clean up.

- a. There will be a minimum of two support meetings per year (in addition to the annual kick-off meeting).
- b. Board representation is required at each support meeting.

3. The Board is responsible for coordinating the annual kick-off meeting.

4. The Board is responsible for recruiting coordinators for the committees to the best of their ability.

5. The Board holds the following responsibilities in the area of communications:

- a. Ensure that GBACH is recognized within the community by widely disseminating GBACH contact information
- b. Field concerns from GBACH members and the community
- c. Ensure clear consistent communications exist with Committee Coordinator and Program Coordinators to maintain a sense of unity
- d. Publish the minutes of regularly scheduled Board meetings
- e. Write and submit newsletter and/or e-mail articles as necessary to keep the GBACH membership informed
- f. Maintain accurate historical information and specific policies
- g. Provide ample notification of scheduled Board meetings.

6. The Board is responsible for maintaining fiscal integrity by fulfilling these duties:

- a. Establish and maintain a budget for the fiscal year
- b. Determine dues based upon projected budget and actual costs
- c. Disburse funds.

7. A Board quorum shall be established when two thirds of the Board members are present. Each Board member is entitled to one vote. A simple majority is required for passage of motions regarding general business and policies.

## **B. Board Composition**

Officers shall be elected by the GBACH membership. Board positions may consist of, but are not limited to, a Facilitator, Secretary, Treasurer, and Members- at- Large. To allow for diverse representation of membership and to reduce the workload of each Board member, GBACH shall strive for a minimum of five Board Members and shall not exceed a maximum of nine. There is no compensation for serving on the Board.

Members of the Board are not elected to hold a special position or office. Once elected, the Board Members shall select from among its membership a Facilitator, Treasurer, and Secretary.

General duties are noted below.

### **1. Facilitator (s)**

The Facilitator shall preside at all meetings of GBACH and of the Board. The Facilitator shall be responsible for scheduling locations, times, and the agendas of all regularly scheduled Board meetings. The Board is responsible for selecting one or more Facilitators from its membership.

### **2. Secretary**

The Secretary shall keep a written record of all regularly scheduled Board meetings, general assembly meetings, and any special meetings of GBACH.

The Board will select a single person from its membership for this position.

### **3. Treasurer**

The Treasurer is responsible for managing all aspects of the GBACH treasury. Duties include keeping accurate records, providing reports on financial activities, distributing funds for reimbursement, and in conjunction with the Board, providing an annual, working budget.

The Board will select a single person from its membership for this position.

### **4. Members-at-Large**

Additional Board Members will have other responsibilities as determined by the Board and the organization's needs. Board Members-at-Large will perform those Board duties not specifically assigned to other officers.

## **C. Terms**

Board Member terms shall be one year. Board Members can serve a maximum of three consecutive terms and must be re-elected each year. Members can serve additional terms above the three consecutive years after stepping down from the Board for a minimum of one year.

The length of service will run from June 1<sup>st</sup> through May 31<sup>st</sup>.

#### **D. Election Process**

1. The Board is required to request nominations in the March/April time frame via e-mail, the GBACH newsletter, and support meetings. Members can nominate themselves or another GBACH member.

The Elections Committee shall consist of two past Board Members and two Members- at-Large who have affirmed, in writing, their personal agreement with, belief in, and acceptance of the GBACH Statement of Faith. The members of the Election Committee are required to maintain strict confidentiality in all committee processes and shall ensure the nominees meet the following requirements:

- a. Must have affirmed, in writing, their personal agreement with, belief in, and acceptance of the GBACH Statement of Faith
  - b. Must be able to perform the general duties of the Board
  - c. Must have homeschooled for at least two years and have been a member of GBACH for at least one year
  - d. Shall be living a lifestyle in accordance with biblical standards. Understandably, failure to conform to biblical principles will occur, but Board Members shall not demonstrate a willful disregard of these principles
  - e. Shall not serve together with spouses on the Board
2. Elections will be closed written ballots. The nominee(s) receiving the greatest number of votes will be awarded a Board position(s).
  3. In each election, each family (membership) is entitled to one ballot. Ballots will be numbered sequentially and randomly distributed to ensure accuracy and privacy.
  4. The Election Committee may be called upon to coordinate other votes as noted in these by-laws. Special elections will follow the same format and procedures as a general election.

#### **E. Vacancies**

Upon a Board member's resignation, the Board may decide to hold a special election to fill the vacancy or to appoint a past Board member to serve the remainder of said Board member's term.

#### **F. Revocation of Board Members**

Two methods may be used to remove a Board member from office:

1. A Board member may be removed from office, if, in the opinion of the remainder of the Board, that person fails to carry out his/her required duties and/or his/her attitude or conduct damages the reputation and testimony of GBACH and/or said Board member displays a gross violation of biblical principles.
2. A petition signed by 25 percent of the GBACH membership may initiate a recall election. A simple majority of votes cast determines revocation.



In either situation, attempts for reconciliation shall have occurred per Article V, Section 3, Number 3.

## **Section 2      Committees**

Committee leadership shall strive to safeguard the integrity of GBACH by setting an example of Godly character, servant leadership, and sacrifice. (Philippians 2:1-11) <sup>9</sup>

Committee leadership is accountable to the Board.

### **A.      General Committee Duties**

Committees are formed to distribute the workload among the GBACH membership for particular events or functions. Committees are entrusted to implement Articles II (Statement of Purpose) and IV (Goals) of these by-laws as specified below:

1. Field concerns from GBACH members
2. Write and submit newsletter and/or e-mail articles as necessary to keep the GBACH membership informed
3. Ensure clear, consistent communications exist with the Board and general membership to maintain a sense of unity
4. Submit to the Board an annual written report detailing committee activity.

### **B.      Committee Composition**

Committees are composed of a Committee Coordinator, possibly a Committee Co-coordinator (depending upon the work load) and committee Members- at- Large. A committee of one shall be designated as a Coordinator.

1. Coordinator/Co-coordinator

The Committee Coordinator/Co-coordinator have the responsibility and authority to determine guidelines for their committee and to ensure their committee is abiding by the GBACH by-laws.

The Committee Coordinator/Co-coordinator will determine the members of their committee based upon the volunteer registration. In the event of having more volunteers than positions, the Coordinator/ Co-coordinator will make the final determination of committee members.

2. Committee Members- at- Large

Committee Members- at- Large are responsible for performing committee- related functions as determined by the Committee Coordinator/Co-coordinator in accordance with the principles of GBACH.

## **C. Terms**

Committees will have the right to determine term lengths.

## **D. Formation**

Committees can be formed at the request of the Board or by the initiation of any GBACH member.

Committees initiated by GBACH members are required to inform the Board of their intent. The Board reserves the right to ensure that any activity or committee abides by Articles II, III, and IV of these by-laws.

## **Article VII Conflict Resolution**

It is essential that Board Members, Coordinators and Co-coordinators maintain a high standard of discernment, discretion, and good judgment in relationships with the GBACH membership. All matters should be discussed with mutual respect and a desire to benefit the general membership.

Matthew 5:7 <sup>5</sup>, Matthew 7:1-5 <sup>6</sup>, Matthew 18:15-17 <sup>7</sup> and 1 Thessalonians 5:14 <sup>8</sup> are the guidelines to be used when dealing with problems affecting GBACH. (Ref. Article V, Section 3, Number 3)

Conflicts between the Board and Committee members shall involve meetings with all Board Members and the relevant committee member(s) and Coordinator(s). Ample time shall be allowed for presentation of concerns and understanding of different viewpoints. Consultation with mature Board alumni and past Coordinators is strongly recommended whenever possible. Concerns should be weighted according to reasonableness and fairness.

The desired outcome is consensual resolution. If after a reasonable time of prayerful consideration this is deemed impossible the following steps shall be taken for conflict resolution:

### **1. Mediation**

A fair and impartial mediator acceptable to all parties shall be chosen to review the conflict. All parties are required to submit to the mediator written statements outlining their viewpoints. The mediator shall review the information and make recommendations accordingly.

### **2. Board Decision**

In the event an agreement is still not reached, the Board shall be regarded as the final authority. A consensus consisting of 75 percent of the Board is required to decide the issue.

### **3. Recourse for a Committee/Coordinator**

If all other methods of resolution have not resolved the issue to the satisfaction of the Committee or Coordinator, a petition to the GBACH membership is allowable. This process will involve the following steps:

- a. Each party shall prepare a written statement to be presented to the GBACH membership.
- b. A special closed written ballot representing the two viewpoints will be called.

- c. The Election Committee will tally votes and the final decision will be in favor of the party with the majority of favorable ballots cast.
- d. This decision will be binding and no further deliberations can occur.

## **Article VIII Amending the By-laws**

Recommendations for changes in the by-laws can be made by one of two processes:

1. Any GBACH member (including Board Members) can propose by-law changes in writing to the Board. The Board shall review the proposed changes and either submit the proposed changes for voting to the general membership or reject the proposed changes.
2. Proposed changes can also be submitted in writing to the Board by a contingency consisting of 15 percent of the GBACH membership. The Board shall automatically submit the proposed changes for voting to the general membership.

Notification of the proposed changes shall be made in two consecutive newsletters, followed by a town hall meeting to discuss the changes prior to voting by the membership.

A quorum consisting of at least 50 percent of the GBACH membership is required to amend the by-laws. A closed written ballot shall be used. The Election Committee will tally the votes. The by-laws shall be amended by a simple majority (more than 50 percent) of the votes cast. Amended by-laws will be implemented at the start of the new session as determined in Article V.

The following actions shall require the approval of two thirds of the total GBACH membership:

- a. Adoption of a plan of merger or consolidation
- b. Change in the Statement of Faith or Statement of Purpose
- c. Change from a purely volunteer organization to a cooperative
- d. Dissolution of GBACH.

## **Article IX Dues**

1. The annual dues for family membership will be determined each year by the Board.
2. New member families joining after the annual kick-off meeting shall be required to pay the full year's dues. Dues are not to be pro-rated.
3. Any member family who finds the payment of dues to be a financial hardship can submit an application to the Board for waiver of dues.

## **Article X      Dissolution**

In the event of the dissolution of GBACH, all liabilities and obligations shall be paid, satisfied, and discharged or adequate provision made therefore.

After all payment of bills and claims are distributed, all cash shall be disbursed evenly among its remaining members.

## **Article XI      Bibliography**

Scripture taken from the NEW AMERICAN STANDARD BIBLE®, Copyright © 1960, 1962, 1963, 1968, 1971, 1972, 1973, 1975, 1977, 1995 by The Lockman Foundation. Used by permission.

### **1.      2 Timothy 3:16**

Every scripture inspired of God (is) also profitable for teaching, for reproof, for correction, for instruction which is in righteousness.

### **2.      1 Corinthians 6:9-11**

9 Or know ye not that the unrighteous shall not inherit the kingdom of God? Be not deceived: neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor abusers of themselves with men, 10 nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God. 11 And such were some of you: but ye were washed, but ye were sanctified, but ye were justified in the name of the Lord Jesus Christ, and in the Spirit of our God.

### **3.      Galatians 5:19-21**

19 Now the works of the flesh are manifest, which are (these): fornication, uncleanness, lasciviousness, 20 idolatry, sorcery, enmities, strife, jealousies, wraths, factions, divisions, parties, 21 envyings, drunkenness, revellings, and such like; of which I forewarn you, even as I did forewarn you, that they who practise such things shall not inherit the kingdom of God.

### **4.      Ephesians 5:5**

For this ye know of a surety, that no fornicator, nor unclean person, nor covetous man, who is an idolater, hath any inheritance in the kingdom of Christ and God.

### **5.      Mathew 5:7**

Blessed are the merciful: for they shall obtain mercy.

6. Mathew 7:1-5

1 Judge not, that ye be not judged. 2 For with what judgment ye judge, ye shall be judged: and with what measure ye mete, it shall be measured unto you. 3 And why beholdest thou the mote that is in thy brother's eye, but considerest not the beam that is in thine own eye? 4 Or how wilt thou say to thy brother, Let me cast out the mote out of thine eye; and lo, the beam is in thine own eye? 5 Thou hypocrite, cast out first the beam out of thine own eye; and then shalt thou see clearly to cast out the mote out of thy brother's eye.

7. Mathew 18:15-17

15 And if thy brother sin against thee, go, show him his fault between thee and him alone: if he hear thee, thou hast gained thy brother. 16 But if he hear (thee) not, take with thee one or two more, that at the mouth of two witnesses or three every word may be established. 17 And if he refuse to hear them, tell it unto the church: and if he refuse to hear the church also, let him be unto thee as the Gentile and the publican.

8. 1 Thessalonians 5:14

And we exhort you, brethren, admonish the disorderly, encourage the fainthearted, support the weak, be longsuffering toward all.

9. Philippians 2:1-11

1 If there is therefore any exhortation in Christ, if any consolation of love, if any fellowship of the Spirit, if any tender mercies and compassions, 2 make full my joy, that ye be of the same mind, having the same love, being of one accord, of one mind; 3 (doing) nothing through faction or through vainglory, but in lowliness of mind each counting other better than himself; 4 not looking each of you to his own things, but each of you also to the things of others. 5 Have this mind in you, which was also in Christ Jesus: 6 who, existing in the form of God, counted not the being on an equality with God a thing to be grasped, 7 but emptied himself, taking the form of a servant, being made in the likeness of men; 8 and being found in fashion as a man, he humbled himself, becoming obedient (even) unto death, yea, the death of the cross. 9 Wherefore also God highly exalted him, and gave unto him the name which is above every name; 10 that in the name of Jesus every knee should bow, of (things) in heaven and (things) on earth and (things) under the earth, 11 and that every tongue should confess that Jesus Christ is Lord, to the glory of God the Father.