

**Bylaws
Of the
Northeast Wisconsin Christian Homeschool Athletic Association, Inc.
("NEWCHAA")**

**Article I
Name and Purposes**

Section 1.01 Name. The name of the organization is the Northeast Wisconsin Christian Homeschool Athletic Association, Inc.

Section 1.02 Purpose. Northeast Wisconsin Christian Homeschool Athletic Association ("NEWCHAA") exists to provide support to athletic programs for the Northeast Wisconsin Homeschool community. Our goals are to promote excellence in a competitive sports setting; build individual character and discipline; encourage team sportsmanship; and develop athletic skills in a Christ-centered environment. Our athletes, coaches and parents are encouraged to conduct themselves in a manner that seeks to imitate Jesus.

**Article II
Authority and duties of directors**

Section 2.01. Authority of Directors. The Board of Directors is the policy-making body and may exercise all the powers and authority granted to the Corporation by law.

Section 2.02. Number, Selection and Tenure. The Board shall consist of not less than five directors and not more than nine directors. Each director shall hold office for a term of three years. Vacancies existing by reason of resignation, death, incapacity or removal before the expiration of his/her term shall be filled by a majority vote of the remaining directors. In the event of a tie vote, the President shall choose the succeeding director. Directors will elect their successors. A director elected to fill a vacancy shall be elected for the unexpired term of that director's predecessor in office. A background check will be run and kept on file for all prospective directors if elected. This document will be kept on file for three years after the date that director steps down from his capacity on the board. Board members are not allowed to be related to current coaches. No less than two and no more than three members of the board of Directors shall be elected every year.

Section 2.03 Resignation. Resignations are effective upon receipt by the Secretary of the Corporation of written notification.

Section 2.04 Regular Meetings. The Board of Directors shall hold at least two (2) regular meetings per calendar year. Meetings shall be at such dates, times and places as the Board

shall determine.

Section 2.05. Special Meetings. Meetings shall be at such dates, times and places as the Board shall determine.

Section 2.06. Notice. Meetings may be called by the President or at the request of any two (2) directors by notice mailed, telephone, or email to each member of the board not less than forty-eight (48) hours before such meeting.

Section 2.07. Quorum. A quorum shall consist of a majority of the Board attending in person or through teleconferencing. All decisions will be by majority vote of those present at a meeting at which a quorum is present. If less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice.

Section 2.08. Action without a meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 2.09. Participation in meeting by conference telephone. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 2.10. Committees. The Board of Directors may, by resolution adopted by a majority of the Directors in office, establish committees of the Board composed of at least two (2) persons which, except for an Executive Committee, May include non-Board members. The Board may make such provisions for appointment of the chair of such committees, establish such procedures to govern their activities, and delegate thereto such authority as may be necessary or desirable for the efficient management of the property, affairs, business, activities of the Corporation.

Section 2.11. Nominating Committee. There shall be a Nominating Committee, composed of at least two (2) members of the Board of Directors, none of whom are being considered for nomination. Each member of the committee shall have one (1) vote and decision shall be made by the majority.

Section 2.12. Reimbursement. Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation's business are allowed to be reimbursed with documentation and prior approval. In addition, Directors

serving the organization in any other capacity are allowed to receive compensation therefore.

Article III Authority and Duties of Officers

Section 3.01. Officers. The officers of the Corporation shall be a President, Vice President, Treasurer, and Secretary.

Section 3.02. Appointment of Officers; Terms of Office. The officers of the corporation shall be elected by the Board of Directors at regular meetings of the Board, or, in the case of vacancies, as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board of Directors. Terms of office may be established by the Board of Directors but shall not exceed three (3) years. Officers shall hold office until a successor is duly elected and qualified. Officers shall be eligible for reappointment. The same individual may simultaneously hold more than one office in the corporation.

Section 3.03. Resignation. Resignations are effective upon receipt by the secretary of the Board of a written notification.

Section 3.04. Removal. An officer may be removed by the Board of Directors at a meeting, or by action in writing pursuant to Section 2.08, whenever in the Board's judgment the best interests of the Corporation will be served thereby. Any such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 3.05. President. The President shall be a director of the Corporation and will preside at all meetings of the Board of Directors. The President shall perform all duties attendant to that office, subject, however, to the Board of Directors, and shall perform such other duties as on occasion shall be assigned by the Board of Directors. The President cast a vote only in those cases needed to break a tie among other voting board members.

Section 3.06. Vice-President. The Vice-President shall preside at all meetings of the Board of Directors and will be committed to the duties of the President in his absence at a meeting. The Vice President will assist the President in carrying out special projects when necessary.

Section 3.07. Secretary. The Secretary shall be a director of the Corporation and shall keep the minutes of all meetings of the Board of Directors in the books proper for that purpose. The secretary will provide public notice of board meetings when necessary.

Section 3.08. Treasurer. The Treasurer shall be a director of the Corporation and shall report to the Board of Directors at each regular meeting on the status of the Corporation's finances. The treasurer shall ensure the financial stability of the organization. The Treasurer shall work closely with any paid executive staff of the Corporation to ascertain that

appropriate procedures are being followed in the financial affairs of the Corporation, and shall perform such other duties as occasionally may be assigned by the Board of Directors. The treasurer will assist in the hiring of an auditor when necessary.

Section 3.09. Athletic Director. The Athletic Director will work as a liaison between parents, coaches, and the board of directors. Coaches will work with the Athletic Director to come up with a budget for the upcoming season. The Athletic Director must agree to the budget prior to it being taken to the Board of Directors for approval. The Athletic Director may succeed himself/herself if no replacement can be found and with the approval of the Board of Directors.

Section 3.10. Paid Staff. The Board of Directors may hire such paid staff as they deem proper and necessary for the operations of the Corporation. The powers and duties of the paid staff shall be as assigned or as delegated to be assigned by the Board.

Section 3.11. Sunset Clause. An individual who has been elected to the Board of Directors can only serve two consecutive full terms or 6 years the greater of the two after which that person cannot hold any position on the board of directors for a full 3 year period.

Article IV Indemnification

Section 4.01. Indemnification. Every member of the Board of Directors, officer, volunteer, coach, or employee of the Corporation may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, Officer volunteer, coach, or employee in connection with any threatened, pending, or completed action suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, Officer, volunteer, coach, or employee of the corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, Officer, volunteer, coach, or employee is entitled.

Article V Financial Administration

Section 5.01. Fiscal Year. The fiscal year of the Corporation shall be July 1 – June 30 but may be changed by resolution of the Board of Directors.

Section 5.02. Checks, Drafts, Etc. All checks, orders for the payment of money, bills of lading, warehouse receipts, obligations, bills of exchange, and insurance certificates shall be signed or endorsed by such officer or officers or agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors or of any committee to which such authority has been delegated by the Board.

Section 5.03. Deposits and Accounts. All funds of the Corporation, not otherwise employed, shall be deposited from time to time in general or special accounts in such banks, trust companies, or other depositories as the Board of Directors or any committee to which such authority has been delegated by the Board may select, or as may be selected by the President or by any other officer or officers or agent or agents of the Corporation, to whom such power may from time to time be delegated by the Board. For the purpose of deposit and for the purpose of collection for that account of the Corporation, checks, drafts, and other orders of the Corporation may be endorsed, assigned, and delivered on behalf of the Corporation by any officer or agent of the Corporation.

Section 5.04. Investments. The funds of the Corporation may be retained in whole or in part in cash or be invested and reinvested on occasion in such property, real, personal, or discretion may deem desirable, without regard to the limitations, if any, now imposed or which may hereafter be imposed by law regarding such investments, and which are permitted to organizations exempt from Federal income taxation under Section 501(C)(3) of the Internal Revenue Code.

Article VI Books and Records

Section 6.01. Books and records. Correct books of account of the activities and transactions of the Corporation shall be kept at the office of the Corporation. These shall include a minute book, which shall contain a copy of the Certificate of Incorporation, a copy of these Bylaws, and all minutes of meetings of the Board of Directors.

Article VII Amendment of Bylaws

Section 7.01. Amendment of bylaws. These Bylaws may be amended by a majority vote of the Board of Directors, provided prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken, or provided all members of the Board waive such notice, or by unanimous consent in writing without a meeting pursuant to Section 2.08.

Article VIII

Participation Requirements

Section 8.01. Eligibility. Participants must be homeschooled at least one more class at home than they are taking outside the home. This allows for High School youth to take a couple of classes outside of the home. Participants must live with a legal guardian in an established residence within the state of Wisconsin.

Section 8.02. Non-homeschooled athletes. Non-homeschool athletes, defined as a student attending a Christian school which does not offer a particular sports program, will be allowed to participate in athletics to fill team rosters, when necessary, with prior approval of Athletic Director. (this excludes virtual charter schools)
Age requirement is dependant on the sport however the athlete in question cannot be 19 before Sept. 1 of yr they are participating.

Section 8.03. Academic Requirements. All students must maintain at least a “C” average in 80% of their academic courses and may not have less than a “D” in any course. It is the responsibility of each parent to notify the Coach any time their child does not meet these requirements during the season. Parents will also provide a quarterly report card to the coach in order for NEWCHAA to validate grades.

Article IX New or transfer students

Section 9.01. Into the program. Homeschool students who move to the area in the middle of a season, or students who begin homeschooling in the middle of the season, may be considered for participation provided there are available uniforms. No player may be removed from the team for the sole purpose of allowing one of these new players on the team. Public or private school students, who have been suspended or expelled from their school for disciplinary or academic reasons, may not participate in the NEWCHAA program for one year.

Section 9.02. Return to the program. Any student who is or has participated in a NEWCHAA athletic program, or program taken over by the NEWCHAA organization within the previous year and elects to participate in another homeschool athletic program; or, to participate in athletics, while continuing to homeschool, at a private Christian school or any other formally organized school, may not return to NEWCHAA without approval from the Board of Directors.

Section 9.03. Parents of any participant, who falls into section 9.02, wishing to return to NEWCHAA, shall submit a letter to the Board of Directors including the following information:

An explanation of their reason for leaving NEWCHAA, an explanation of the reason for their desire to return, and a formal request for reinstatement. The board of Directors shall

review and discuss the request at the next meeting following the receipt of the letter. Additional information may be requested by the Board, including a personal meeting with the parents and athlete if deemed necessary. The decision of the Board will be final and submitted in writing to the parties involved. This rule becomes effective upon the day following the ruling by the Board of Directors.

Section X Budgets

Section 10.01. Budgets. Coaches will submit annual budgets which will be recommended by the Athletic Director and approved by the Board of Directors.

Budgets are to be submitted in 2 parts:

Needs (items on which fees are based)

Program fees will be based on needs budget +10% for association fees

Wants (covered by fundraising and prioritization by Athletic Director and Board of Directors)

Section 10.02. Process

Coaches are to submit budget to Athletic Director.

Coach and Athletic Director reach consensus on budget details

Budget is submitted to Board of Directors for approval at spring and fall Board of Directors meetings

Spring meeting to be held at or near April 1

Fall meeting to be held at or near September 1

Budgets must be approved 3 months prior to the start of the season

Budgets will be posted and available to all

Section XI Fees

Section 11.01. Fees. Fees are intended to be fixed for the team, once the team budget is approved by the Board of Directors. Should circumstances dictate an increase in team expenses beyond the budgetary amount, it may be necessary to pass along additional fees to participating families.

Increases will be funded in the following priority order:

Fundraising

Organization

Family commitment

Special requests for additional fees should be discussed with Athletic Director and approved by Athletic Director and Board of Directors.

When team fees are communicated to the participating families, a statement of what the fees covers will be presented, without specific dollar amounts listed. Team sponsorships are

subject to approval by a majority of the Board of Directors.

Section XII Insurance

Section 12.01. Insurance. NEWCHAA maintains a minimum \$1,000,000 general liability insurance policy to protect the organizations from claims resulting in the operations of those sports under the authority of the organizations. NEWCHAA also maintains a Directors and Officers policy with a minimum limit of \$1,000,000 to protect Directors Officers and others that are covered in the definition found in the policy.

Section XIII Conflicts of Interest

Section 13.01. conflicts of interest. For purposes of this provision, the term "interest" shall include personal interest, interest as director, officer, coach, parent, manager, trustee or beneficiary of any concern and having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization.

No director or officer of the organization shall be disqualified from holding any office in the organization by reason of any interest in any concern. A director or officer of the organization shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate. No transaction of the organization shall be voidable by reason of the fact that any director or officer of the organization has an interest in the concern with which such transaction is entered into, provided:

The interest of such officer or director is fully disclosed to the board of directors.

Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the organization.

Payments to the interested officer or director are reasonable and do not exceed fair market value.

No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section XIV

Retention Policy

Section 14.01. Retention policy. NEWCHAA will keep a copy of all paper on secured memory space with the President of the organization. This can be either a physical copy or a scanned copy but it needs to be in a secured location. NEWCHAA will also keep a log of all emails backed up to another email server for record keeping purposes and to have a way to identify correspondence between the board of directors and participants of activities.