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**GLOUCESTER COUNTY CHRISTIAN
HOME SCHOOLERS ASSOCIATION, INC.**

BY-LAWS

AUGUST 2014

**GLOUCESTER COUNTY CHRISTIAN
HOME SCHOOLERS ASSOCIATION, INC.**

ORGANIZATIONAL BY-LAWS

- Article I -

IDENTIFICATION

The name of the Corporation is the Gloucester County Christian Home Schoolers Association, Inc., hereinafter sometimes referred to as the GCCHSA.

The Gloucester County Christian Home Schoolers Association, Inc. (GCCHSA) is a voluntary, non-profit, autonomous organization of Christian parents who have chosen to educate their children at home, believing that this is their biblical and constitutional right.

The GCCHSA consists of members who are born-again believers in Jesus Christ, who are redeemed through His blood, and who are empowered by the Holy Spirit to live a godly life.

(John 14:16-17; John 16:7-14; Acts 1:8; Romans 8:14-16; Romans 8:26-27)

- Article II -

STATEMENT OF PURPOSE

The purpose of the GCCHSA is to provide (in a Biblical manner consistent with the beliefs of the association) information, support, and encouragement to members of the GCCHSA in particular and to the community in general, as well as to furnish opportunities to enhance the education of members' children.

- Article III -

STATEMENT OF FAITH

The GCCHSA believes that:

- The Holy Bible, defined exclusively as the Old and New Testaments and consisting of 66 books, is the only inspired and infallible Word of God, inerrant in the original autographs; it constitutes the divine and only rule of faith and practice; it is the complete revelation of His will for the salvation of men.

(II Timothy 3:16-17; II Peter 1:19-21; Revelation 22:18-19)

- The God of the Bible is the only true God and there are no other gods; the Biblical God is the Creator of the world; He is holy, just, righteous, and perfect; He is omnipresent, omnipotent, and

omniscient; He had no beginning and has no end; He is one spirit being, existing eternally as three persons - God the Father, God the Son, and God the Holy Spirit.

(Deuteronomy 6:4, Matthew 28:19, I Corinthians 8:6)

- The Jesus Christ of the Bible is God incarnate, which means God came to earth in the form of a man; He was conceived by the Holy Spirit and born of a virgin; He is, in the flesh, fully God and fully man, except without sin.
(Luke 1:34-35; John 1:1-5, 14; I Corinthians 8:6; Hebrews 4:15)
- All men were originally created in the image and likeness of God, but fell from perfection through disobedience, incurring both physical and spiritual death; all men are sinful in nature (born with a sin nature) and, therefore, under God's condemnation (separated from God); man can only be reconciled to God through the atoning work of the Lord Jesus Christ.
(Jeremiah 17:9; Romans 3:23)
- Jesus Christ paid the penalty for sin by His death on a cross and His bodily resurrection from the dead.
(Isaiah 64:6; John 3:16-17; Romans 6:23; I Corinthians 15:1-4)
- Salvation is the free gift of God and not the result of our good works; it is provided through Jesus Christ to all those who repent and believe in Him, thus becoming children of God.
(John 1:12; John 3:15-16; John 10:28; II Corinthians 5:8, 17, Ephesians 2:8-9; I John 5:13)
- Jesus Christ is now seated at the right hand of God in heaven; He is our great High Priest and Mediator, who intercedes to God on our behalf; therefore, we can pray directly to Him.
(I Timothy 2:5; Hebrews 8:1)
- Jesus Christ will come again to judge the world, to establish His kingdom in righteousness and peace, and to receive into the presence of God all those who have believed in Him.
(Psalm 9:7-8; Luke 21:25-28; John 14:1-4; I Corinthians 15:52; II Corinthians 5:10; Titus 2:11-14; Revelation 20:6, 11-15)

The GCCHSA also believes that:

- God creates human beings in His image as two distinct genders, male and female.
(Genesis 1:27, Genesis 2:22-23)
- Marriage is a God-ordained institution consisting of the union of one man and one woman.
(Genesis 2:22-24; Matthew 19:4-6; Ephesians 5:22-23)
- All life is sacred from conception to death, and that individuals are known by God from before the foundation of the world; human life begins at conception, and death is under the sovereignty of God and not man.
(Psalm 90:10-12; Psalm 139:13-14; Jeremiah 1:5; Ephesians 1:3-4; James 4:13-17)

- Article IV -

MEMBERSHIP IN THE GCCHSA

A. Requirements for Membership

Membership in the GCCHSA is contingent upon:

1. Abiding by the By-Laws and Policies governing the GCCHSA.
2. Submitting a completed Application Form, which is then subject to review and formal approval by the General Board of Trustees.
3. Personally attesting to the GCCHSA Statement of Faith.
4. Being a member of a local, Bible-believing church that agrees with the GCCHSA Statement of Faith.

Those currently not members of a church as described above shall provide, in writing, to the General Board of Trustees a brief explanation of their current situation, as well as a full, written testimony of salvation explaining how they personally accepted Jesus Christ as their Lord and Savior and became a born-again Christian.

5. Paying and remaining current with annual dues.

The application must be complete and dues must be paid in full before membership takes effect and members can participate in any activities.

All adult parents, guardians, and/or persons who are legally responsible for the home-schooled children listed on their approved GCCHSA application, and who are in good standing with the GCCHSA according to the By-Laws and Policies, shall be accepted as regular members and granted the privileges of membership on a per person basis.

B. Classifications of Membership

There are two classifications of membership in the GCCHSA:

1. Voting members - all current, regular members in good standing with the GCCHSA
2. Non-voting members, including:
 - a. Alumni parents
 - b. Alumni students

C. Privileges of Membership

Voting members are granted the following privileges:

1. To nominate and vote to elect the members of the General Board of Trustees
2. To vote for/against the dissolution of the GCCHSA
3. To attend and observe all open meetings of the General Board of Trustees, and to participate in open meetings of the General Board of Trustees in accordance with the GCCHSA procedural model for meetings and relevant to the set agenda of the meeting

Specific requirements for and privileges of non-voting members are discussed in the GCCHSA Policies.

D. Renewal of Membership

Membership in the GCCHSA shall be renewed annually. Those who do not renew their membership shall be removed from the membership list and will not be allowed to participate in GCCHSA activities until such time as their membership has been renewed or they rejoin as new members for the following school year.

E. Withdrawal of Membership

Membership in the GCCHSA shall be terminated if a member requests, in writing, to voluntarily withdraw their membership.

F. Termination of Membership

Membership in the GCCHSA may be restricted, suspended, or terminated if a member of the GCCHSA violates the By-Laws or Policies or exhibits other such behavior as deemed inappropriate by the General Board of Trustees, or for cause as deemed appropriate by the General Board of Trustees.

Such action on membership may be taken once an investigation and a two-thirds majority vote of the entire General Board of Trustees has determined, in its sole judgment, that there is a just and sufficient reason for action.

The member(s) in question shall be given written notice of the reason for action by certified mail with return receipt requested.

The member in question shall be given the opportunity to appeal the decision of the General Board of Trustees by complying with the GCCHSA Policy Regarding Reconsideration and Appeals, as described in the GCCHSA Policies. Failure to make a timely appeal shall result in a loss of appeal rights. Should the circumstances that justified the action be corrected, the General Board of Trustees may, at its sole discretion, reinstate the membership of the member in question after appropriate review, using the same standards and requirements applied to current members. Upon closure of the appeals process, the decision of the General Board of Trustees is final.

- Article V -

ORGANIZATION OF THE GCCHSA

A. Organizational Structure

1. The GCCHSA shall be composed of Members who have fulfilled GCCHSA membership requirements.
2. The GCCHSA shall have a governing body that shall be known as the General Board of Trustees and shall consist of the elected members of the General Board of Trustees. The General Board of Trustees shall establish policy, uphold and adhere to the By-Laws, Policies, vision, mission, goals, and objectives of the GCCHSA, direct the functions and activities of the General Board of Trustees shall hold office until their successors have been duly elected and assume office.

B. Organization of the General Board of Trustees

1. Structure

a. Positions

The GCCHSA shall be governed by a General Board of Trustees consisting of the following positions:

1. Chair
2. Vice-Chair
3. Recording Secretary
4. Treasurer
5. Membership Coordinator

Job descriptions for the above positions and other ancillary positions are described in the Policies.

A member of the GCCHSA may not concurrently hold two separate positions on the General Board of Trustees.

Immediate family members may not concurrently hold two separate positions on the General Board of Trustees. Immediate family members may serve together to fill a position on the General Board of Trustees but shall only be allowed one vote. If one family member holds an office and another joins the position at any time during that term, the original term of office shall stand.

b. Creation or Deletion of Positions

The General Board of Trustees shall have the authority to create or delete positions on the General Board of Trustees, as well as to create or delete ongoing or temporary Coordinator, Assistant Coordinator, and/or Ad Hoc Committee positions, as deemed appropriate by the General Board of Trustees.

The General Board of Trustees shall determine the composition, description, duties, and length of service of any additional positions.

2. Nominations

At least two months prior to the election of members of the General Board of Trustees, the General Board of Trustees shall announce all open positions for the next academic year. An open position is any office for which a member of the GCCHSA needs to be elected or re-elected.

Nominations for each specific open position on the General Board of Trustees shall be made from the current voting members of the GCCHSA and by any voting member of the GCCHSA. Any voting member of the GCCHSA may nominate themselves or another voting member, with that member's consent, for an open position on the General Board of trustees by submitting the nomination, in writing, to the Chair of the General Board of Trustees by no later than the day prior to the regularly scheduled May meeting of the General Board of Trustees.

All elected positions must be filled by voting members of the GCCHSA who currently are members of a local, Bible-believing church that agrees with the GCCHSA Statement of Faith.

The offices of Chair and Vice-Chair shall be filled by a voting member of the GCCHSA who has previously served a minimum of one year on the General Board of Trustees.

3. Elections

The announcement of the meeting to elect the members of the General Board of Trustees shall be published at least two months prior to the meeting date.

The General Board of Trustees shall be elected at the regularly scheduled June meeting of the General Board of Trustees. This meeting shall have no other agenda until elections are completed.

Members of the General Board of Trustees shall be elected by private ballot and by a simple majority of the eligible voting members of the GCCHSA present at the meeting. Ballots shall be counted by three members of the General Board of Trustees present at the meeting (usually, but not limited to, those members whose terms of service on the General Board of Trustees are ending).

4. Terms of Office

All terms of office for elected positions of the General Board of Trustees shall be for two consecutive years.

If a position on the General Board of Trustees cannot be filled through the normal election procedure, the General Board of Trustees shall seek to appoint a member of the GCCHSA to the position for a one-year term (through a simple majority vote of the entire General Board of Trustees).

Members of the General Board of Trustees shall serve no more than two elected, consecutive terms (of two years each) plus a one-year appointed term. In no case may a member of the General Board of Trustees serve for more than five years (two consecutive terms plus a one-year appointed term) without taking a one-year sabbatical.

If a member of the GCCHSA is appointed to a position on the General Board of Trustees at or after the regularly scheduled January meeting of the General Board of Trustees, the time of service shall not be counted as a one-year appointed term nor shall it be counted towards the total allowable service of five years on the General Board of Trustees.

If a member of the General Board of Trustees resigns from the General Board of Trustees before their term is completed, the General Board of Trustees shall seek to appoint a member of the GCCHSA to that position (through a simple majority vote of the entire General Board of Trustees) until the next scheduled election of the General Board of Trustees.

5. Resignation from Office

If a member of the General Board of Trustees desires to resign from the General Board of Trustees, they must submit their resignation, in writing, to the Chair of the General Board of Trustees.

6. Removal from Office

Any member of the General Board of Trustees may be removed from office by a two-thirds majority vote of the entire General Board of Trustees for failure to adequately carry out the job description of that office or for good cause.

- Article VI -

PROCEDURES FOR MEETINGS

A. Procedural Model

The General Board of Trustees shall use Robert’s Rules of Order as the parliamentary authority for its procedural model to be followed at all meetings of the General Board of Trustees, as well as at all meetings of subordinate groups. The policy for this authority shall be in accordance with state and federal laws governing organizations such as the GCCHSA and shall not be changed unless required by law or upon showing of a compelling reason.

B. Types of Meetings

1. Regularly Scheduled Meetings of the General Board of Trustees

The General Board of Trustees shall hold regularly scheduled meetings at least every other month with the intent to plan and oversee the activities of the GCCHSA. At least one half of the regularly scheduled meetings of the General Board of Trustees shall be open to all voting members of the GCCHSA. All regularly scheduled meetings shall be announced (date, time, and place) and declared to be open or closed to the membership of the GCCHSA by the Chair of the General Board of Trustees. Closed regularly scheduled meetings shall not occur consecutively.

A quorum for voting at any regularly scheduled meeting shall consist of at least two thirds of the members of the entire General Board of Trustees present at the meeting.

a. Open Meetings

Members of the GCCHSA may attend any open meetings of the General Board of Trustees to observe and listen as business is conducted on behalf of the members of the GCCHSA. The General Board of Trustees shall endeavor to ensure that all business is conducted in an impartial and open manner.

If a voting member of the GCCHSA wishes to participate in an open meeting of the General Board of Trustees, a request detailing the subject matter to be addressed must be submitted, in writing, to the Chair of the General Board of Trustees at least two weeks prior to a regularly scheduled meeting of the General Board of Trustees. The Chair shall confirm with the individual that the request was received and notify them of the date of the meeting in which they will be scheduled to be placed on the agenda.

If a voting member of the GCCHSA wishes to comment on any issue pertinent to the GCCHSA, the comment must be submitted, in writing, to the Chair of the General Board of Trustees at least one week prior to a regularly scheduled meeting of the General Board of Trustees. Comments must be read and acted upon at the next regularly scheduled meeting of the General Board of Trustees.

b. Closed Meetings

Only members of the General Board of Trustees shall participate in closed meetings of the General Board of Trustees, unless a guest has been invited to participate in the deliberations.

c. Executive Sessions

An Executive Session may be held for issues of a very sensitive nature, so as to confidentially discuss a subject without fear of disclosure for the purpose of determining what is best for the common good of the GCCHSA. Only members of the General Board of Trustees shall participate in an Executive Session of the General Board of Trustees, unless a guest has been invited to participate in the deliberations.

To hold an Executive Session during a meeting, two thirds of the members of the General Board of Trustees present must vote on a motion to do so, and the motion must state the nature of the subject and the reason for holding the Executive Session. The motion and the reason for the Executive Session shall be included in the minutes of the meeting.

All those present at an Executive Session must be honor bound not to divulge any of the proceedings of the meeting until such time as the General Board of Trustees deems it appropriate.

2. Special Meetings of the General Board of Trustees

In the event that a meeting of the General Board of Trustees must be held between regularly scheduled meetings due to a time-sensitive or topic-sensitive issue, such a special meeting may be called by the Chair and/or Vice-Chair with at least one week's notice to all members of the General Board of Trustees and shall be declared either open or closed.

A quorum for voting at a special meeting of the General Board of Trustees shall consist of at least two-thirds of the members of the entire General Board of Trustees present at the meeting.

3. Special Meetings of the Membership of the GCCHSA Called by the General Board of Trustees

If the General Board of Trustees desires to call a special meeting of the membership of the GCCHSA, notice must be given to the membership of the GCCHSA at least two weeks prior to the special meeting.

A quorum for voting at a special meeting of the General Board of Trustees with the membership of the GCCHSA shall consist of at least two thirds of the members of the GCCHSA present at the meeting.

4. Special Meetings of the Membership of the GCCHSA Called by a Member of the GCCHSA

If a voting member of the GCCHSA desires to call a special meeting of the membership of the GCCHSA, a petition stating the purpose of such a meeting and containing written signatures representing at least one third of the membership of the GCCHSA supporting the petition shall be submitted to the General Board of Trustees. Notice for such a special meeting must be given to the membership of the GCCHSA at least two weeks prior to the special meeting. The use of e-mail is not acceptable for the collection of signatures on the petition or for notification of the meeting.

A quorum for voting at a special meeting of the membership of the GCCHSA shall consist of at least two thirds of the members of the GCCHSA present at the meeting.

C. Agendas of Meetings

All meeting agendas shall be furnished to the members of the General Board of Trustees prior to the meeting at which the agendas will be discussed.

Unless otherwise exempt as relating to a closed meeting, meeting agendas shall be made available to all voting members of the GCCHSA upon request.

D. Minutes of Meetings

Minutes of each meeting shall be kept by the Secretary of the General Board of Trustees and shall include the time and place, the members present, the agenda items discussed, the actions taken at the meeting, and the results of each vote taken.

All members of the General Board of Trustees shall receive a copy of the minutes of each meeting of the General Board of Trustees, prior to final ratification of the minutes at the next meeting of the General Board of Trustees.

Following final approval, minutes of open meetings shall be made available to all voting members of the GCCHSA upon request.

Following final approval, minutes from an Executive Session may be kept confidential. However, as soon as there is no organizational interest or personal privacy to protect, minutes of an Executive Session should be made available to all voting members of the GCCHSA upon request.

- Article VII -

PROVISIONS FOR BOOKKEEPING

A. Compensation

Members of the General Board of Trustees shall receive no compensation for service on the General Board of Trustees.

Membership dues for members of the General Board of Trustees shall be waived for the year(s) in which they are serving as board members in accordance with the Policies.

B. Reimbursement

Reasonable reimbursement for expenses incurred in conducting business shall be provided. Receipts are necessary for reimbursement.

C. Review of Financial Records

Financial records of the GCCHSA shall be reviewed annually by a Certified Public Accountant (CPA) who is not a member of the GCCHSA. The financial records of the GCCHSA must also be reviewed whenever there is a change in Treasurer or at any time by vote of the General Board of Trustees.

The Activities Account shall be reviewed at least every two years by a Certified Public Accountant (CPA) who is not a member of the GCCHSA. The Activities Account must also be reviewed whenever there is a change in Field Trip/Events Coordinator, or at any time by vote of the General Board of Trustees.

- Article VIII -

AMENDMENT OF BY-LAWS

A. Publication of Changes

Changes to the By-Laws must be published at least two months prior to the regularly scheduled meeting of the General Board of Trustees at which the changes will be discussed and/or voted on.

B. Public Comment Period for Changes

Voting members of the GCCHSA may comment on the proposed amendments to the By-Laws during the public comment period (after publication and prior to the next regularly scheduled meeting of the General Board of Trustees). Comments must be put in writing and addressed to the Chair of the General Board of Trustees. Comments must be read and acted on at the next regularly scheduled meeting of the General Board of Trustees.

C. Motions for Changes

Motions to consider amendments to the By-Laws shall be made and ratified during any open, regularly scheduled meeting of the General Board of Trustees.

D. Quorum for Voting on Changes

A two-thirds majority vote of the members of the entire General Board of Trustees is required to amend the By-Laws.

- Article IX -

PROVISION FOR DISSOLUTION

Upon a two thirds vote of the membership of the GCCHSA present at a duly called special meeting of the GCCHSA for the purpose of dissolution (see Article VI.B.4), this organization shall be dissolved and its activities closed. In the event that the corporation is dissolved for any reason, then, in that event, all assets, if any, remaining after the payment of all bills and proper claims shall be transferred to a similar local or state home school organization, as designated by the General Board of Trustees, seeking to achieve purposes similar to that of the GCCHSA.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes, or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.