

## **By-laws of Clark County Home Educators**

Approved October 5, 1988

### **Article I – Organization**

- Section 1. The name of the organization shall be “Clark County Home Educators” and shall be hereinafter abbreviated and known as CCHE.
- Section 2. CCHE shall be incorporated and shall have and continually maintain in the state of Washington: a registered office, and a registered agent whose office is identical with the registered office, as required by the Washington Non-Profit Corporation Act. The address of the registered office may be changed from time to time by the Board of Directors.
- Section 3. It is the intention of CCHE to qualify as a non-profit corporation under the Internal Revenue Law and do nothing to interfere with such qualification.

### **Article II – Purpose**

- Section 1. The purpose of CCHE shall be to offer support and information for those of all interest levels and areas pertaining to homeschooling.
- Section 2. Specifically, the purpose of CCHE shall be:
  - a. To assist parents who are considering homeschooling to make an informed choice by:
    - 1) providing information for those wanting to learn more about homeschooling, and 2) an interesting and informative bi-monthly newsletter, 3) educational, social, and fun activities for homeschool families, 4) valuable resource information, and 5) support and assistance when dealing with school officials.
- *Section 3. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.*
- *section 4. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) 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 a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization 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.*

### **Article III – Membership**

- Section 1. Membership shall be open to all persons in sympathy with the purpose of CCHE, who may be admitted to the membership by approval of the Board of Directors, or a committee appointed by it, and upon receipt of written application.
- Section 2. A membership unit shall consist of the parent(s) and children of the same family.
- Section 3. Family unit members shall have the right to vote in elections and membership meetings, and to hold office in CCHE. Each membership unit shall be entitled to one vote.
- Section 4. Members in good standing are those members whose dues are paid for the current

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- membership period, which shall be 12 (twelve) months following the receipt of those dues.
- Section 5. The Board of Directors or its appointed committee may refuse and applicant membership or terminate a membership for cause. In either event, notice thereof shall be given in writing to the applicant or member and the cause therefore shall be stated in the notice. Within 30 (thirty) days of notice of rejection or termination, the applicant or member may, in writing, request a review of this determination. Such review shall be conducted by a board of review composed of 3 (three) persons who are members in good standing and selected as follows: (1) one person appointed by the Board of Directors, (2) one person appointed by the applicant or member requesting the review and (3) one person appointed by the foregoing appointees. The decision of the Board of Review may be appealed to the general membership at the next regular or special membership meeting, which determination shall be final.
- Section 6. No person shall be denied membership in or service of CCHE, or denied the opportunity to hold office in CCHE on the basis of race, sex, color, creed or political affiliation.
- Section 7. All persons representing CCHE must be approved by the Board of Directors.
- Section 8. General membership meetings for members and others interested in homeschooling shall be held at least every other month.

### **Article IV – Dues**

- Section 1. The annual dues of CCHE shall be assessed by the Board of Directors with the approval of the membership and shall be paid on an annual basis.

### **Article V – Election of Officers**

- Section 1. The officers of CCHE shall be Chairman, Vice-Chairman, Secretary, and Treasurer, who shall be members in good standing.
- Section 2. The terms of office for the Chairman and vice-Chairman shall be 1 (one) year, and for Secretary and Treasurer 2 (two) year terms with each term expiring on alternating years (Treasurer on even years; Secretary on odd years). From June following the elections through August, all newly elected officers shall attend the board meeting as a form of initiation and shall begin their official term of office on September first and shall continue until their successors are elected or installed.

### **Article VI – Elections**

- Section 1. At the March general meeting, the members present may nominate additional persons, with their prior consent, equal to the number of positions to be filled. If the total number of nominations from the floor exceed the number allowed, the members present shall ballot on the names so presented to reduce the list of additional nominees to the allowed number.
- Section 2. Election of officers and directors shall be a ballot vote which shall be attached to the April newsletters. Ballots may be mailed by the third week of April or brought to the May meeting.
- Section 3. The Nominating Committee shall act as “inspector of the election” and shall received the unopened ballots. They shall determine the authenticity and qualification, and preserving the right to secrecy, count the ballots. They shall certify in writing to the Chairman

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the results of the election, which certification shall be physically affixed in the minute book of CCHE, not more than fifteen (15) days after receipt of the ballots by the inspectors.

### **Article VII – Board of Directors**

- Section 1. The Board of Directors shall be members in good standing and shall consist of the following four (4) positions:
  - a. Chairman
  - b. Vice-Chairman
  - c. Secretary
  - d. Treasurer
- Section 2. The Board of Directors shall also consist of the Chairpersons of any standing committees formed by the Board of Directors of CCHE (i.e. Newsletter, Resources, Publicity, etc.) and the immediate-past Chairman as an ex-officio member (who does not vote).
- Section 3. Any one individual may hold only one (1) elected office each term and may serve a maximum of four (4) consecutive years on the board but only two years in one position. Not more than one member of the same family shall hold different elected offices on the Board of Directors during the same term. However, a husband/wife team may share a position with only one vote allowed for that position.
- Section 4. The Board of Directors shall meet regularly on a monthly basis at a time and place specified by the Chairman, and at such other time as designated by the Chairman or called upon written petition submitted to the secretary by at least five (5) Board Members. Notice of time and place of each board meeting shall be given no less than five (5) days preceding meetings.
- Section 5. Any vacancy occurring on the Board of Directors shall be filled by appointment of the Chairman for the balance of the term, subject to the confirmation by the existing Board of Directors. A member of the Board of Directors may be removed for cause, which shall be stated in writing by two-thirds (2/3) majority vote of the other Board of Directors. Within thirty (30) days of such a vote, an officer may (in writing) request a review thereof. Such reviews shall be conducted by a Board of Review composed of three (3) persons who are members in good standing of CCHE and selected as follows: (1) one person appointed by the Board of Directors, (2) one person appointed by the officer requesting the review, and (3) one person appointed by the foregoing appointees. The decision of the Board of Review may be appealed to the general membership at the next regular or special meeting, which determination shall be final.
- Section 6. A majority of the number of voting directors fixed by these by-laws shall constitute a quorum for the transaction of business for CCHE.
- Section 7. No voting member of the Board of Directors shall receive any compensation for his/her duties on the board of CCHE.

### **Article VIII – Duties of Directors and Chairman**

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- Section 1. The Board of Directors shall determine the plans, establish the operating policies, and govern CCHE subject to referendum of the membership. The Board of Directors shall decide the general government of the organization, operating procedures, and audit the general operation of CCHE.
- Section 2. It shall be the duties of the Chairman to preside at all the meetings of the Board of Directors and of the general membership. The Chairman shall see that the meetings open with prayer. The Chairman shall cause to be called regular and special meeting of the directors in accordance with these by-laws. The Chairman shall see that the books, reports, statements, and certificates required by law are properly kept, made, filed. The Chairman shall report to the directors all matters within his/her knowledge which the interests of CCHE may require to be brought to their notice. In general, he/she shall perform all duties incident to the office. He/she shall turn over all files, papers, records and all other materials pertaining to the operation of the office to his/her successor at the termination of the term of office.
- The Vice-Chairman shall assist the Chairman in the discharge of his/her duties as requested and, in the absence or inability of the Chairman, shall perform the Chairman's duties. In general, he/she shall perform all duties incident to the office. He/she shall turn over all files, papers, records, and all other materials pertaining to the operation of the office to his/her successor at the termination of the term of office.
- Section 4. It shall be the responsibility of the Secretary to keep records of all proceedings of CCHE and of the Board of Directors, to keep a file of documents, records, communications, and other matters connected with CCHE business. In general, he/she shall perform all duties incident to the office. He/she shall turn over all files, papers, records and all other materials pertaining to the operation of the office to his/her successor at the termination of the term of office. In the absence of the Secretary from any meeting, a secretary pro-temp ore' shall be chosen by the presiding officer.
- Section 5. The Treasurer shall have the care and custody of and be responsible for all funds, securities, evidences of indebtedness, and other valuable documents of CCHE; and direct the deposit of all such funds in the name of CCHE in such banks, trust companies, or other depositories, as the Board of Directors may designate. The Treasurer shall sign, make, and endorse in the name of CCHE all checks, notes, drafts, etc. for the payment of money. The Treasurer shall render a statement of the condition of the finances of the corporation at each regular meeting of the Board of Directors. The Treasurer in office at the close of the fiscal year shall submit to the Board of Directors, within thirty (30) days of that date, a full and complete financial report for the preceding fiscal year. The Treasurer shall be responsible for the keeping of full and accurate books of account and shall authorize that the same be made available to any director of the CCHE upon application therefore. In general, he/she shall perform all duties incident to the office. He/she shall turn over all files, papers, records, and all other materials pertaining to the operation of the office to his/her successor at the termination of the term of office.
- Section 6. The Chairperson of any committee may terminate their position by notifying the Board of Directors in writing giving two (2) months notice. In any emergency, the Board of Directors will consider a shorter notice.

## **Article IX – Committees and Organization**

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- Section 1. Standing Committees may be established as necessary for the work of CCHE by the Chairman with approval of the Board of Directors.
- Section 2. Standing Committees are responsible and shall report to the Board of Directors.
- Section 3. Committee Chairpersons shall be appointed from the general membership of CCHE by the agreement of the Board of Directors. They shall direct the activities of the committee during their term of office, which shall be for the fiscal year.
- Section 4. Committee members shall be selected by the Chairperson from the membership.

### **Article X - Fiscal Matters**

- Section 1. The fiscal year of CCHE shall begin July 1 and end on June 30.
- Section 2. After the close of each fiscal year, an Auditing Committee (which shall receive the report of the preceding fiscal year from the Treasurer) shall audit the books and complete financial records of CCHE and make a report thereon to the Board of Directors within thirty (30) days after the end of the fiscal year. The Auditing Committee shall consist of the Outgoing Chairman, the newly elected Treasurer, and one member of CCHE not on the Board of Directors.

### **Article XI – Referendum of Decision**

- Section 1. Referendum of action of the officers and the Board of Directors may be initiated by ten (10) members by calling a general meeting pursuant to the provisions of Article III. A repeal of decision, determination, or an action duly taken by the Board of Directors shall require a two-thirds (2/3) vote of the membership present at the meeting.

### **Article XII – Books and Records**

- Section 1. CCHE shall keep correct and complete books and record of account and shall also keep minutes of the proceedings of the business meetings and its member and its Board of Directors, and shall keep a record giving the names and addresses of members entitled to vote. All books and records of CCHE may be inspected by any member, or his agent (or attorney) for good purpose at a reasonable time.

### **Article XIII - Amendments**

- Section 1. These by-laws may be altered, amended, repealed, or added to by an affirmative vote of three-fourths ( $\frac{3}{4}$ ) of the members of CCHE and provided, that due notice of the intention to consider any by-law change, amendment or repeal shall be specifically given to the general membership not less than fifteen (15) days prior to the date of the general meeting.
- Section 2. Operating policies and procedures will be referred to as Guidelines and will be established by the current board of Directors. Guidelines can be altered, established, and/or repealed by a majority vote of the Board of Directors.

**Article XIV – Parliamentary Procedures**

- Section 1. The proceedings of CCHE shall be governed by the current edition of Roberts Rules of Order, except where those rules conflict with the by-laws of CCHE.