



## **CHECC Bylaws, Constitution, & Policies Adopted May 3, 2010**

### **ARTICLE 1 - Name**

Section 1. The name of this organization shall be "Christian Home Educators of Cochise County" (CHECC).

### **ARTICLE 2 - Purpose**

Section 1. The Corporation is organized and operated exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Section 2. To represent the homeschool community of Cochise County in a manner that honors Jesus Christ.

Section 3. To provide an atmosphere for exchange of teaching techniques and curriculum information.

Section 4. To provide family socials, educational field trips, sports programs, and group activities for our children.

Section 5. To promote public awareness of home education.

### **ARTICLE 3 - Location**

Section 1. The Principal Place of Business of CHECC shall be located in Cochise County in the State of Arizona. The address of its principal place of business is CHECC, PO Box 2664, Sierra Vista, AZ 85636. The organization may have any number of offices at such places as the Board may determine.

## ARTICLE 4 - CHECC Statement of Faith

We believe the Bible is the inspired and infallible Word of God and constitutes His completed and final revelation to man. The Bible, in its original autograph, is without error in whole and in part, including theological concepts as well as geographical and historical details.

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness (2 Timothy 3:16).*

*Above all, you must understand that no prophecy of Scripture came about by the prophet's own interpretation. For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit (2 Peter 1:20-21).*

God has existed from all eternity in 3 persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ was God come in human flesh being fully God and fully man, except without sin.

*In the beginning was the Word, and the Word was with God, and the Word was God. The Word became flesh and made His dwelling among us. We have seen His glory, the glory of the One and Only, who came from the Father, full of grace and truth (John 1:1, 14).*

*For we do not have a high priest who is unable to sympathize with our weaknesses, but we have one who has been tempted in every way, just as we are—yet was without sin (Hebrews 4:15).*

All men are violation [sic] of God's righteous requirements and His holy character both by nature and act, and are therefore under His wrath and just condemnation.

*All of us have become like one who is unclean, and all our righteous acts are like filthy rags; we all shrivel up like a leaf, and like the wind our sins sweep us away (Isaiah 64:6).*

*For all have sinned and fall short of the glory of God (Romans 3:23).*

The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent visible, bodily resurrection.

*For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that He was buried, that He was raised on the third day according to the Scriptures (1 Corinthians 15:3-4).*

Salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.

*For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord (Romans 6:23).*

*For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast (Ephesians 2:8-9).*

We are here to help, encourage, and to provoke one another to love and good works.

*And let us consider how we may spur one another on toward love and good deeds (Hebrews 10:24).*

*Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king (1 Peter 2:17).*

All scripture references are taken from the New International Version.

**ARTICLE 5 - Code of Conduct**

**CHECC Code of Conduct For ALL CHECC Events, Christian Home Educators of Cochise County**

CHECC is organized and operated exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

For any event sponsored by CHECC, whether it is an enrichment activity, field trip, project, or sports related, good behavior and modest dress as outlined below is expected. Please correct any behavior that does not conform to the statements below, or any inappropriateness from your child, as soon as you are aware of it.

***By signing below, I agree to conduct myself in the following manner:***

- \*To be respectful at all times to any teacher, adult, or student.
- \*To be attentive to instructions, teachings, or explanations and to carry them out to the best of my ability.
- \*To be patient and polite with circumstances that may change or not be what was originally expected.
- \*To treat facilities and property with the utmost care and leave a room, building or any area, as good as or better than it was before entering.
- \*To be a representative of model Christian behavior in my speech, mannerism and treatment of others.
- \*Not to use foul language, illicit drugs, alcohol or show improper public displays of affection as they will not be tolerated at any CHECC event.
- \*To be modest in dress and attire which presents a proper demeanor for CHECC students. No spaghetti straps. Dresses, skirts and/or shorts should be fingertip length. Under garments will not be exposed under any circumstance. If a student’s attire is deemed inappropriate by the adult in charge the student will be requested to change.
- \*I understand that in assuring sound operations and compliance with the 501(c)(3) tax law under which CHECC operates, changes may have to be made in policies and procedures from time to time. CHECC's accounting operates in a fiscal year (July 1 - June 30), on a cash method, under an Accountable Plan which ensures sound accounting practices and compliance with 501(c)(3) tax law. CHECC operates in a manner the Board reasonably believes to be in CHECC's best interests. If I have any questions or concerns, I will talk with a Board Member.
- \*If any conflicts occur, I will follow the Matthew 18 principle and talk directly with the person who has offended me or with whom the conflict is with before I talk with others. I will not take part in furthering the problem by talking with others outside of the conflict until I have made an attempt to resolve it and only then to get help in resolving it.

***Each family member’s signature:***

Parent/s \_\_\_\_\_  
Father's Signature

\_\_\_\_\_   
Mother's Signature

Student/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ARTICLE 6 - Definition of Homeschool

Home education is best defined as parent-led, family-funded, relationship-based education of your child at home.

CHECC defines a "Homeschooler" as follows:

**Homeschoolers are parents or legal guardians who choose to educate their own children at home in at least the required subjects of reading, grammar, math, science, and social studies pursuant to A.R.S. §15-802.**

**SB 1152 (April 7, 2011) amends A.R.S. 15-802(F)(1) to read “For purposes of this section: ‘Homeschool’ means a nonpublic school conducted primarily by the parent, guardian or other person who has custody of the child or nonpublic instruction provided in the child’s home.”**

Thoughts to help clarify what a homeschooler is:

A Homeschooler retains complete control of their child's primary level education. Delegation of control to either a private school program or fee-based classes held outside the home for core subjects reclassifies the parents or legal guardians as something other than Homeschoolers, at least in relation to the child/children involved in said program or classes. It is unclear what percentage of a child's education constitutes homeschooling, but the spirit of the law implies that the parent teach the core subjects.

Additionally, fractional enrollment in publicly funded programs designed for homeschoolers may require the parent or legal guardian to withdraw the Affidavit of Intent to Homeschool with the County School Superintendent. A school district or Charter school is eligible to receive the entire ADM allocation for a child taught over 15 hours per week.

Parents of secondary level students enrolled in community college classes, or utilizing other means of instruction, are still considered Homeschoolers as long as the parent or legal guardian remains the primary instructor and retains complete responsibility for their child/children's education.

**NOTE OF CLARIFICATION:** A child enrolled in a distance learning/virtual school program is classified by law and the program as a **public school student** and can therefore not be classified as a homeschooled student.

Usage of the term "homeschooling" originated in the early 1980's and signifies an arrangement recognized by that name in Arizona law as one **where the parent or guardian assumes the teaching responsibility in the required subject areas and where the cost of this instruction is borne by the parents** and not the taxpayer. **Public school at home is therefore not the same as homeschooling/home education.** It is public school at home.

Any enrollment in a publicly-funded program puts the student under the authority of the public school and causes them to be subject to public school requirements and regulations including AIMS testing, etc.

## **ARTICLE 7 - Membership**

Section 1. Membership is open to anyone who agrees with and actively practices the CHECC Statement of Faith (Article 4 of these Bylaws) and is actively engaged in home education according to the CHECC definition of home school (Article 6 of these Bylaws) and who agrees in writing to abide by these Bylaws and the CHECC Code of Conduct (Article 5 of these Bylaws).

Section 2. The qualifications for membership in this organization are: completing and submitting an approved CHECC application, signing a statement of faith and submitting the approved application fee.

Section 3. Membership dues will be exacted per family and will be determined each year by the CHECC Board. Dues will be used primarily to support CHECC activities and other necessary expenses as determined by the Board. The CHECC fiscal year is July 1 through June 30th. Membership dues must be paid before participating in any CHECC activities.

Section 4. Membership shall consist of those who have paid their annual dues and submitted signed paperwork as listed in Article 7 Section 1.

Section 5. Members of the organization shall have the right to one vote on matters submitted to a vote of the membership including election of officers.

Section 6. Members can only be expelled by a unanimous decision of the CHECC Board.

Section 7. All members' personal information is used for CHECC purposes only. Members must not distribute any member names, addresses, e-mail addresses, phone numbers, and other personal information out of respect for the privacy of member families.

Section 8. Failure to abide by the letter and the spirit of these bylaws, as determined by the Board, may result in the forfeiture of one's membership after first following a biblical approach to resolution.

Section 9. A Member in good standing is a member whose dues are paid, current year signed application is on file, and is in agreement and adhering to the Bylaws, Statement of Faith, and Standards of Conduct.

Section 10. The CHECC Board has the right to refuse or revoke membership at any time.

Section 11. The name CHECC cannot be used in any capacity without prior express consent from the CHECC Board to include, but not limited to fundraising, print materials, rental agreements, purchasing, and activities.

Section 12. No fundraising can be held to benefit or fund any CHECC activity without the prior express consent from the CHECC Board.

Section 13. All funds raised for or donated to CHECC are dispersed within the IRS 501(c)(3) guidelines and no part of the net earnings of CHECC may inure to the benefit of any individual.

## **ARTICLE 8 - Meetings**

Section 1. Dates and times for the Regular Parent Meetings will be determined each year by the incoming Board. These meetings should be held every other month with a minimum of five (5) per year. They will be open to all members and will seek to provide educational, academic, spiritual and emotional encouragement for families.

Section 2. CHECC Parent Meetings are for members and their families and those interested in becoming members, unless the Board announces in advance that the meeting is open to others for purposes of outreach or information.

Section 3. Class Day, Sports Program, Field Trips, and Mom's Night Out are exclusively for members unless the Board announces in advance that the said event is open to others.

Section 4. Park Day is a weekly event that is planned by CHECC for the purpose of fellowship with fellow CHECC members and their children, and as a means to introduce potential CHECC members to the group.

Section 5. Outside of Regular Parent Meetings, communication from the Board is to be maintained through the email delivery of notices of meetings or events, workshops, field trips, Class Day, sports programs or other information pertinent to members. A website (checc.info) and the google group (checcsupport@googlegroups.com) will also be maintained as a means of communication both from the Board and amongst members. All members in good standing will be added to the email group to provide a way to communicate with the group outside of activities.

## **ARTICLE 9 - Board of Directors**

Section 1. The business of the organization shall be managed by a Board of Directors comprised of at least 6 and no fewer than 6 Board members. The Board is responsible for maintaining the overall policy and direction of the organization. The Board may delegate responsibility of day-to-day operations to Coordinators or appropriate committees. Board members shall receive no compensation (other than reasonable expenses) for their service on the Board.

Section 2. Board Requirements:

- a. Must be 21 years old.
- b. Must be a member of CHECC for at least one school year.
- c. Must have homeschooled for at least two consecutive school years.
- d. Sign affidavit of intent to homeschool
- e. Chair position must be a married couple and must have previously served on the CHECC Board.

- f. Must be current Member in good standing and have children involved in CHECC.
- g. Must be a known Christian of Biblical character as per written testimony on Leadership Application.
- h. Must agree with the CHECC Statement of Faith in all aspects.
- i. Must be actively worshipping in an evangelical body as indicated on the Leadership Application.
- j. Must not have any felonies.

Section 3. The Board shall meet no less than once per quarter at an agreed upon time and location. Board members shall not miss more than 2 meeting(s) per year.

Section 4. All Board members, with the exception of the Chairperson, shall serve for 2 year terms with the option to resign at the end of the first year, and can be eligible for re-election for the same position unlimited times.

Section 5. The Chairperson shall serve for a 2 year term and can be eligible for re-election for the same position 2 times.

Section 6. Any Board member or Coordinator may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 7. Any Board member may resign at any time by giving notice to the organization.

Section 8. 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 9. A quorum must be attended by a majority of the Board members before business can be transacted or motions made or passed.

Section 10. Board meetings are closed sessions and Board meeting minutes are not available for public review. If a CHECC member would like to attend a Board meeting, he should contact the Chairperson in advance to attend the meeting.

Section 11. A simple majority of the quorum is required to pass any votes. Proxies shall not be allowed for any votes. There shall be one vote per Board member position, not for each person of a husband-wife team holding a Board position.

Section 12. Nominations for Board members can be submitted by any CHECC member. A member may nominate him/herself or another member. Nominations are to be sent to the Board Secretary for Leadership Application distribution, Board review subsequent of completed Leadership Application and ballot inclusion.

Section 13. Nominations are submitted by members during the month of April.

Section 14. Elections to fill positions on the Board will be held at the May Parent Member Meeting. Prior consent of the nominee(s) shall be obtained. Should a floor nominee be elected, the

Board will review said nominee qualification per Article 9 Section 2 prior to ratifying the election. Where there is only one candidate for an office, election may be by voice vote. Where there is more than one candidate for an office, election shall be by ballot. A simple majority of the members in good standing present shall elect the Board positions.

## **ARTICLE 10 - Officers of the Board**

Section 1. The officers of the Board shall be the Chairperson, Chairperson Assistant, Secretary, Treasurer, High School Coordinator, Elementary Coordinator, and Fellowship Coordinator. The Board may also appoint other officers it deems necessary.

### Section 2. Board Chairperson

The Chairperson shall preside over all meetings of the organization and speak for the organization. He/She shall, in general, perform all the duties incident to the office of Chairperson and such other duties as may occur from time to time. The Chairperson shall be the second signature on Treasurer approved Requisitions. The Chairperson shall make deposits and sign checks. The Chairperson may establish committees and appoint chairmen of those committees. A Board position may serve as a committee chairman or committee member. The Chairperson shall convene with approval of the board at least quarterly and when in his/her opinion the affairs of the association demand a meeting or when 2 or more Board members or 10% of the membership request a meeting.

### Section 3. Chairperson Assistant

The Chairperson Assistant will work closely with the Chairperson and other Board Members assisting with administrative functions as directed by the Board. The Chairperson Assistant will assist in the recruitment of coordinators and volunteers as needed. The Chairperson Assistant shall act as coordinator or assistant for any positions not filled with the support of the Board and performs other responsibilities as assigned by the Board.

### Section 4. 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. The Secretary shall conduct such communications and correspondence as determined by the Board. The Secretary shall make deposits and sign checks.

### Section 5. Treasurer

The Treasurer will accept and approve Requisitions and forward to the Chairperson for required second signature. The Treasurer shall maintain the accounting records, make deposits and reconcile the bank accounts. The Treasurer shall make a report at each Board meeting. The treasurer shall assist in the preparation of the budget, and make financial information available to Board members and the public. All accounting is operated under an Accountable Plan and a Segregation of Duties Policy.

### Section 6. High School Coordinator

The High School Coordinator shall oversee all activities and events involving the Jr. High and High School students. The High School Coordinator will report to the Board on all activities

and will supervise the Sports Program, Graduation Committee, Yearbook Committee, and Student Government Committee and any other committees deemed necessary by the Board.

#### Section 7. Elementary Coordinator

The Elementary Coordinator shall oversee all activities and events involving the Elementary students. The Elementary Coordinator will report to the Board on all activities and will be actively involved in and supervise Class Day, and supervise Field Trips, Keepers At Home, Cowboy Poetry and other contests, and other Extra-curricular activities or committees deemed necessary by the Board.

#### Section 8. Fellowship Coordinator

The Fellowship Coordinator shall plan fellowship opportunities for the members of CHECC to include Mom's Nights Out and any other events deemed supportive and encouraging to CHECC members.

#### Section 9. Non Board Leadership Positions and Committees

The Board may create committees or leadership positions as needed, such as sports, fundraising, public relations, and program committees. Each year in April or May, the Board will accept application from and select persons by vote recommended for these leadership positions. These leadership positions and committees will be answerable to their respective Board Coordinator and ultimately the Board. NO committee or non Board leadership position 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 to another committee of the Board.

### **ARTICLE 11 - Procedures**

Section 1. Generally accepted parliamentary procedures as established by Roberts Rules of Order shall govern procedures at Board and Member Meetings.

Section 2. The order of business will be determined by the Chairperson for Board meetings and shall include review of previous meeting minutes, committee reports, unfinished business, new business, issues requested by board members and adjournment.

### **ARTICLE 12 - Dissolution and IRC 501(c)3 Tax Exemption Provisions**

Section 1. Upon the dissolution of CHECC, all liabilities and obligations of CHECC shall be paid, satisfied, and discharged or adequate provision made from the organization's funds. Any remaining funds or 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, preferably to AFHE, or shall be distributed to the federal government, or to a state or local government, for public purpose.

Section 2. CHECC is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of

CHECC net earnings 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. No substantial part of the activities of CHECC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 4. 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)(3) 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 13 - 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 the Board Chairperson and sent along with regular Board meeting notices.

Section 2. The Board of Directors shall consider any amendment proposed by a member in good standing or Board Member.

Section 3. The Board of Directors may, by unanimous vote, make grammatical or punctuation changes that do not affect policy or meaning.