

Glory Alliance Christian Home Educators (GACHE)

CONSTITUTION AND BY-LAWS 24-25

Article I - Name

The name of this organization shall be Glory Alliance Christian Home Educators, hereafter referred to as GACHE, a not-for-profit organization.

1. The name of this organization shall be the Glory Alliance Christian Home Educators 4-H Club.
2. This shall be a nonprofit organization exclusively for the purpose of promoting 4-H Club work.
3. The objectives of this organization shall be:
 - i. To provide learning situations for the development of leadership, responsibility, and effective citizenship.
 - ii. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - iii. To provide information and training in other 4-H activities as members' interests dictate.
 - iv. To help each member experience personal growth and achievement, as well as be of service to others.

Article II - Definition

GACHE is a Christian organization, the members of which are like-minded Christian home educating families dedicated to observing the Biblical commands of Deuteronomy 6:4-10, Proverbs 22:6, and Ephesians 6:4. GACHE is not a church nor is this organization meant to replace the ministry of the local church to the home education family.

Article III - Purpose

GACHE is organized exclusively for the purpose of providing service and support to Christian home education families including but not limited to the following ways:

1. By aiding in the establishment and growth of Christian home education families in our community.
2. By providing information regarding the political and legal climate of home education in Texas and in our nation in order to protect the future freedoms of home education.
3. By promoting the advantages of home education over alternative forms of education outside the home.
4. By promoting sound, high-quality home education programs by parents or legal guardians for the purpose of developing Christ-like character, and which will satisfy the spiritual, intellectual,

physical and emotional growth needs of their children.

5. By reviewing and disseminating home education materials and information considered vital to home educators, thus serving as a resource to parents desiring to educate their children in the home.
6. By implementing whatever other programs or services in the future as may be deemed necessary by the membership of this organization.

Article IV - Membership

Section 1: Specifications

Membership is open to all home education families who are in agreement with compliance of our statement of faith and statement on family and education.

Section 2: Expectations

a. A Commitment to Support One Another

It is expected that all families will support GACHE with their annual dues and will participate in supporting one another as Christian home educators. Members agree to keep the names, addresses and phone numbers of the other members in strict confidence. Members are also responsible for underwriting their share of the cost of activities in which they participate. Members shall refrain from engaging in any activity which may bring reproach on the organization or home education. Activities of the organization will be open to members only.

b. A Commitment to Peacekeeping

i. Conflict Resolution Process

In the event there arises a conflict among members, it is expected that members will follow the steps found in Matthew 18 wherein member families will resolve matters between one another. This includes an initial one-on-one meeting between the two members in conflict. If there is no resolution, then a second meeting must be planned with a board member using the MCRR (Member Conflict Resolution Request) form. Finally, if a resolution to the conflict has not been made, the situation will be referred to and discussed with the full GACHE Board.

ii. Final Determination of a Conflict

In the event a resolution cannot be achieved, the Board, with a 3/5's vote, will make a final determination on one or all of the party's status with GACHE.

c. Disciplinary Measures

i. For Children of GACHE

Members

It is expected that parents monitor and discipline their children in accordance with sound biblical principles and/or Article V of the Statement on Family and Education, Section 3.

ii. For Members

If and when any member is found to be non-compliant with the GACHE Statement of Faith, the Statement on Family and Education or the Parent Code of Conduct, the Board may take disciplinary action which may include the revocation of membership in GACHE or

dismissal from Co-Op or both. Written notice will be provided by the GACHE Board of Directors (GACHE BOD), where a 3/5 vote was conducted to dismiss the member.

Section 3. Duties and Responsibilities

By submitting an application for membership, members agree to abide by all standards and policies of GACHE as established by the Board of Directors. Members shall refrain from engaging in any activity that may bring reproach on GACHE or parent-directed education. All GACHE members agree that while at GACHE functions they will not teach nor act against the stated core beliefs. Members also agree to join Texas 4-H, signing up every participating family member. Applications shall be submitted on an annual basis prior to attending any GACHE sponsored activities including, but not limited to field trips, co-op classes, and field day, reaffirming their commitment to Section 1 (one) of this article.

Section 4 - Termination of Membership

Members may terminate membership at any time with no notification necessary. Membership of any member may be involuntarily terminated by a majority vote of the Board of Directors whenever in its judgment the best interests of GACHE will be served thereby without refund of dues or class fees. If membership is revoked, it shall be for the remainder of the current academic year and the next academic year. (The academic year shall be determined by the Academic BOD member and when not otherwise specified shall be the same as the membership year.)

Section 5- Volunteer hour requirements:

In order to join GACHE, each family will be required to serve at two calendar events per year as your service requirement. If you are unable to meet this requirement, you will not be able to continue with membership. By serving in this capacity, it allows us to be able to have multiple events per month by having adequate adult supervision per our legal requirements.

Article V - Government

Just as for any corporation, the board of directors has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”

- 1. Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will.**
- 2. Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity). You will remain completely confidential in not sharing things discussed with the Board with anyone outside and or in the organization.**
- 3. Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.**

Failure to comply with these job duties may result in immediate removal from the Board as voted on by the Executive Team. President, Vice President, Secretary and Treasurer.

Section 1: Governing Authority

The governing body of the organization shall be known as its Board of Directors (BOD) and it shall have plenary powers to do all things necessary and proper to operate and control the organization. This board shall consist of five (5) husband and wife member positions, each which constitutes as one (1) vote: President, Vice-president, Secretary, Treasurer, and Academic Coordinator.

Section 2: Quorum

Three-fifths (3/5) of the total Board of Directors shall constitute a quorum. A quorum shall be present to approve binding decisions or policy changes affecting the organization. If a quorum is not present, a majority of those present may postpone the meeting to another time without prior notice. A quorum for purposes of any emergency Special Meeting as set forth in Section 8 below, shall be a majority of those present at such meeting.

Section 3: Board Decisions

The act of majority of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by this Constitution.

Section 4: Informal Action by the Board

Any action normally taken at meetings of the Board of Directors may be taken without a meeting, if a consent in writing setting forth the action to be taken is signed by three-fifths (3/5) of the Board.

Section 5: Compensation

Members of the Board shall not receive any stated salaries for services on that Board. Nothing herein stated shall preclude any member from being reimbursed for actual and reasonable expenses incurred while fulfilling board duties, i.e. travel-related expenses, phone calls, etc., as approved by a majority vote of the Board.

Section 6: Meetings of the Board of Directors (BOD)

- a) The Board of Directors shall meet monthly during the academic year, or as needed.
- b) Nominees for open Board positions will be selected from membership applicants, when the position is advertised as open.
- c) Nominations for board positions will be presented by the standing BOD during the month of March to be voted on at the last Board Meeting of the year.
- d) Nominees will be contacted by a current member of the BOD to discuss qualifications and to ensure that they are still interested in the nominated position.

Section 7: Activities of the Organization

- a) The Board of Directors shall schedule regular monthly or bimonthly activities throughout the year to further the GACHE stated purpose (Article III).

- b) The first GACHE Board Meeting of each membership year shall include confirmation of board members, adoption of the budget and annual dues, and any other necessary business deemed important by the Board of Directors.

Section 8: Special Meetings

Special meetings can be held at the discretion of the president, or when called for by a majority of the Board of Directors.

Article VI - Board Members

Section 1: Qualifications to Hold Position on Board of Directors

All Board Members shall:

- a) Have at least two (2) years of home education experience by the time their term of office begins.
- b) Be an active, responsible member of GACHE for at least two (2) school years.
- c) Submit a brief, written personal testimony of their salvation experience.
- d) Sign a statement that they agree with all parts of the Statement of Faith, Statement on Family and Education, Statement of Purpose and By-laws of this organization.
- e) Be an active member of a Christ centered, Bible believing church.
- f) Be a husband and wife team. The basic unit of the organization is the family over which the man is to provide the leadership according to the Scripture. GACHE is an extension of the home and should reflect the home.

Section 2: Duties of Board of Directors

Duties of the Board of Directors shall include:

a) President:

The President shall be the principal executive officer of and subject to the control of the Board of Directors, shall in general supervise and lead all of the business affairs of GACHE. The President shall, when present, preside at all meetings of the Board of Directors and he/she may sign, with the Secretary or any other proper officer thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or the bylaws to some other officer or agent of GACHE or shall be required by law to be otherwise signed or executed, and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

b) Vice-President:

In absence of the President or in the event of his/her death, inability or refusal to act, the Vice President shall perform all the duties of the president, and when so acting, shall have all the powers and be subject to all the restrictions upon the President. The Vice President shall

perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

c) Secretary/Membership Director

The Secretary shall (a) keep the minutes of the proceedings of the Board of Directors, annual meetings and meetings of the membership and maintain files for historical purpose; (b) see that minutes are publicized for membership as dictated in article III section 2, and that all notices are duly given in accordance with the provisions of these by-laws or as required by law; (c) be custodian of records; (d) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors; and (e) if leaving office, will provide all records in custody to the next secretary elect. Upon written request to the President, Board meeting minutes will be available to the public.

For Membership Director duties:

Will be the point of contact for all

new members. For the interview process they will meet in person with the MD and will receive a tour of the campus. Prospective members are given a copy of the dress code, guidelines and bylaws to sign. Prospective members will remain in communication with the MD. The prospective members will be enrolled into the next semester classes if the enrollment falls after the first two weeks of co-op.

d) Treasurer:

The Treasurer shall (a) have charge and custody of and be responsible for all funds and securities of , (b) be able to receive and give receipt for monies due and payable to GACHE and deposit such monies in the name of GACHE in such banks, trust companies or other depositories as shall be selected by the Board of Directors, (c) submit quarterly reports to the Board of Directors, (d) file any tax documents with the state, and (e) in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

The treasurer will be named on all accounts under GACHE (including all co-op, Athletics and any other GACHE accounts). The treasurer should ensure that all accounts under the GACHE umbrella have at least two names listed. All committees under the GACHE umbrella should be able to produce receipts or documentation of any monies they have come in contact with- whether incoming or outgoing- at any time of the Treasurer's request. Co Receipts should be turned into the appropriate treasurer by the last day of the semester. For GACHE events receipts need to be turned in no later than 14 days from the close of the event.

Neither board members nor committee leaders are allowed to accept payment whether cash or check unless they are on the GACHE bank account. Payments of any kind must be directed to the appropriate treasurer and always through the Treasurer unless circumstances are discussed and approved by the Treasurer in advance.

e) Educational Enrichment Director

Is responsible for coordinating the GACHE Co-op including, but not limited to the following:

1. Oversee daily operations of the GACHE Co- Op which includes determining fees, setting the calendar and class schedule as well as organizing teachers, volunteers, classrooms, and curricula as needed.
2. Acquire co-op space- Serve as a liaison between the hosting co-op facility and members-arranging meeting times, cleaning, insurance and liability commitments etc.
3. Ensure that all co-op members are informed of co-op policies and procedures, weekly update items including lunch, schedule changes, etc.
4. Host teacher meetings each semester to ensure teachers are equipped with all the knowledge necessary to facilitate classes.
5. Act as "go to" for parents when concerns or questions arise around anything related to co-op. EE Director will notify situations that arise to the Board of Directors for proper documentation.
6. Purchase all the supplies needed for co-op to function efficiently. This includes verifying resource room supplies, materials necessary for lunch, building cleaning, etc.
7. Work to ensure that adequate classes for each grade level are offered each semester.
8. Schedule and facilitate co-op committee meetings at least once per semester. Directors may call a meeting at any additional time at their discretion with Board approval.

f) Family Ministries Director

Family Ministries Director is in charge of all activities designed to provide support, encouragement, fellowship and learning opportunities throughout the year. There are a variety of events planned monthly including Field Trips, Mom's Fellowship events, Dad's included events, workshops, and Care Calendar supervisor. Creating and posting events to our social media outlets as well as to our website. School pictures, yearbook, graduation, kids craft fair, book sale and field day. Work closely with coordinators to implement the above activities.

Mom's fellowship includes dinner out, dinner in, movies, games, painting, etc. Dad's included events are hiking, park, cooking contest, movies, etc. Workshops include couponing, self-defense, finding teacher resources on a budget, homeschool helps, high school transcript and college preparation information, healthy lifestyle habits, etc.

In addition, the FM Director will maintain our Care calendar as a need arises for our members in need and keep up on an as needed basis.

Coordinators:

will be appointed by the Board of Directors on an as needed basis.

Section 3: Term of Office

Board Members will assume their duties on June 1st, each year. Board Members shall serve a term of two (2) years. Recurring terms may be served as desired, however the member must be nominated again for recurring terms.

Resignation of Officers. Any officer may resign at any time by giving written notice to either the President or the Secretary, provided that such notice requirements may not be satisfied by notification to oneself. Such resignation will become effective not less than thirty days from the date upon which the notice is given, but the Committee, at its discretion, may accept the resignation as effective upon an earlier date stated in such notice.

Section 4: Removal of Officers. Any officer may be removed, with or without cause, by the vote of the majority of the Committee.

Section 5: Vacancies

A vacancy in any board position because of death, resignation, relocation or removal may be filled by the Board of Directors for the unexpired portion of the term.

- a) Any member of the Board of Directors who is unable to fulfill his elected duties may resign by submitting a written letter of resignation to the President.
- b) Any board member may be removed by majority vote of the board, when in its judgment, such board member has been found to be in confessional or ethical noncompliance with the statement of faith, statement on family and education, statement of purpose or by-laws of the organization.

Section 6: Treasurer Powers and Duties. The Treasurer will have custody of all funds and securities of GACHE, which may come into his or her hands. The Treasurer will keep (or will cause to be kept) complete and accurate accounts of the receipts and disbursements of GACHE, and he or she will deposit (or will cause to be deposited) all monies and other valuable effects in the name of GACHE and to the credit of GACHE in such banks and depositories as the Committee may designate. The Treasurer will be authorized to sign checks, drafts or other orders for the payment of monies on behalf of GACHE. The treasurer may disburse funds up to and including \$250 with no prior approval, while payment of more than \$250 will require the approval of the President. Whenever required by the Committee, the Treasurer shall render a statement of GACHE's accounts. Upon reasonable request, the Treasurer will exhibit the books and accounts of GACHE to any officer or Committee member of GACHE. He or she will perform all duties incident to the office of Treasurer, subject at all times, however, to the control of the Committee. The Treasurer will, if required by the Committee, give such security for the faithful performance of his or her duties as the Committee may require.

ARTICLE II: Board of Directors

Section 1. Governing Authority

The governing body shall be known as its Board of Directors and shall have authority to do all things necessary and proper to operate and lead the organization. Additionally, the Board of Directors shall be the final authority in interpreting the Core Beliefs and other GACHE documents.

Section 2. Qualifications and Composition

The Board of Directors shall consist of five voting positions. Alternates may also be selected at the discretion of the board.

Nominees should be active members in good standing with at least one year (except for the initial board). Each nominee for election to the Board of Directors must affirm, before the current board, at an open meeting, their concurrence with the Core Beliefs of GACHE and profess by testimony their faith in Jesus Christ. They must sign a statement that documents both declarations. They must also have demonstrated a level of social maturity indicative of persons who can serve/lead in a Christ like manner. Following completion of these things and board approval, nominees will be presented to the full membership for a vote.

Members may run as an individual or husband and wife couple. If running as a couple, the pair will still constitute only one board vote unless called upon for a tie breaking vote when numbers are even vs odd. The board will elect officers (i.e. president, vice president, treasurer and secretary) from among themselves at their first board meeting.

Section 3. Term of Service

Each member of the Board of Directors shall be elected for a term of two years commencing with the beginning of the next fiscal year after election (fiscal year is May 1st to April 30th). The founding members will serve for a minimum term of three years.

Terms shall be staggered so that the term of two or three members shall expire each year. The initial Board of Directors shall serve out the following terms: three members for a term of two years, and two members for a term of one year, with the commencement of each term to be effective May 1. Alternates are elected annually and will finish out the term (not necessarily position) of the board member should they replace one.

Section 7. Any board member may be removed by a majority vote of the entire Board of Directors whenever, in its judgment, the best interests will be served thereby. Offenses such as revealing information from closed board sessions to non-board members, acting in a way that negatively impacts the reputation of GACHE or any offense the board finds to be serious should instigate removal of a board member from the board and any other GACHE leadership position.

Amendments of membership articles:

Article VII - Budget and Dues Structure

Section 1: Adoption of Budget and Dues

The budget and annual dues shall be developed by the Treasurer, approved by the Board of Directors. The annual dues do not include co-op class fees or 4-H Club dues. Membership in GACHE is dependent on enrollment in Texas 4-H.

Section 2: Determination of Annual Dues

Dues will be based on the operating expenses such as the cost of, but not limited to the Website, the facility, and supplies. A new member family joining GACHE in May through January is to pay 100% of the annual dues; February through June 50%.

Section 3: Fiscal Year

The membership and fiscal year shall be from July 1st to June 30th. New members and members renewing may obtain membership for the upcoming fiscal year as early as May.

Section 4: Collection of Dues and Fees

Dues will be paid by member families at the time of application. Co-op fees are due at time of registration for each semester. Co-op fees will vary depending on the estimated cost submitted by the teacher. 4-H registration and fees will be taken care of and paid for directly to Texas 4-H.

Article VIII- FISCAL ACCOUNTABILITY

The 4-H club/group shall adhere to all guidelines related to financial accountability as outlined in the Texas 4-H Youth Development 4-H Club Financial Management Rules and Guidelines.

Article IX- CLUB DISBANDMENT

Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorizes the Texas A&M Agrilife Extension Service and County Extension Agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization.

The last official duty of the club's manager shall be to affect the transfer of club property and to turn over club records to the County Extension Agent or other Extension designees.

ARTICLE X: AMENDMENTS

These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.

ARTICLE XI: STUDENT GOVERNMENT OFFICERS AND ELECTIONS

Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, council delegate(s), secretary, treasurer, reporter, and parliamentarian.

Section 2. Officers shall be elected annually. Officers shall serve a term for one year beginning whenever installation is held (June, July, August, or September), and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year. The outgoing president shall automatically be the club parliamentarian.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE XII: DUTIES OF OFFICERS

Section 1. Duties of the president shall be

(a) To preside at all meetings of the club, enforce the bylaws and exercise supervisor over the affairs of the club.

- (b) To appoint standing and special committees.
- (c) To serve as an ex-officio member of each committee, except the nominating committee.
- (d) To serve as delegate of the club to the County 4-H Council.

Section 2. Duties of the first vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer.
- (c) To serve as chairman of the program committee.
- (d) To help plan all club educational programs one year in advance.

Section 3. Duties of the second vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer and first vice-president
- (c) To serve as chairman of the creation/social committee.
- (d) To help plan recreation and refreshments for each club meeting and plan special social events of the club.

Section 4. Duties of the third vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
- (c) To serve as chairman of the membership committee.
- (d) To help enroll members into the club and be in charge of promotion and recruitment of new members.

Section 5. Duties of council delegate(s) shall be

- (a) To serve as a delegate to the County 4-H Council.
- (b) To keep the club informed of the County 4-H activities and assist in the coordination of local and county activities.
- (c) To encourage all 4-H members to become involved in county 4-H activities.

Section 6. Duties of the secretary shall be

- (a) To keep a full and correct record of all proceedings of the club.
- (b) To have charge of club correspondence.

- (c) To keep the roll and read the minutes at each meeting.

Section 7. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the club annually.
- (b) To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditure(s) not included in the budget must be approved by the executive committee.
- (c) To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
- (d) To present a financial statement when requested to do so.
- (e) To serve as chairman of the financial committee.

Section 8. Duties of the reporter shall be

- (a) To report activities of the club to the local news media.
- (b) To report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 9. Duties of the parliamentarian shall be

- (a) To provide advice to the presiding officer on parliamentary procedure.
- (b) To instruct members in correct parliamentary procedure.