

# Raleigh Educational Association of Christian Homeschoolers (REACH)

## By - Laws

Amended and Restated July 2021

### Article 1 – Name, Purpose, Location

1.1 The name of this organization shall be Raleigh Educational Association of Christian Homeschoolers or REACH.

1.2 REACH is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code. The purpose of REACH exists to support, encourage, and promote Christian Home Educators in excellence by providing activities, opportunities, information and guidance. (Article 7 – REACH Core Functions)

1.3. The principle office location of REACH shall be located in Raleigh County in the state of West Virginia. The organization may have any number of offices at such places as the Steering Committee may determine.

### Article 2 – Statement of Faith

REACH has chosen to be a homeschool group with Christian values. We are a volunteer run, non-profit, organization. The group is made up of diverse Christian backgrounds that are unified and guided by these core beliefs:

- We believe the Bible to be the inspired, inerrant, infallible Word of God, and of supreme authority in faith and life.
- We believe that there is one living and true God; an infinite, intelligent Spirit, perfect in all His attributes, one in essence but eternally subsistent in three Persons; Father, Son and Holy Spirit.
- We believe in the fall of man; although originally created in the image of God, through disobedience of Adam, man fell into a sinfully and spiritually impotent state, totally unable to justify himself before God.
- We believe that Jesus Christ is fully God and fully man, yet without sin, being conceived by the Holy Spirit and born of the virgin Mary; that died on the cross as a substitutionary sacrifice for sin; that He arose from the dead in the body in which He was crucified; that He ascended into heaven in that body glorified, where He is now, our interceding High Priest; and that He will return again personally, visibly, and gloriously.
- We believe that salvation is wholly of God, by grace; that God in love gave His only son to die on the cross for sin, thus procuring the redemption of those who come to Him; that this salvation is not merited in any way by man; that God commands men everywhere to repent of sin and believe in Christ; and that this salvation is eternal in its duration and results in good works.
- We believe it is God's desire for every believer to enter into a personal, daily, dependent relationship with Jesus Christ and to admonish and instruct their child(ren) to do the same.

### Article 3 – Membership

Membership is on an annual basis with open enrollment throughout the year. Membership is for a calendar year from Aug 1 to July 31. A family may join at any time during the year. New members joining after April 15<sup>th</sup> will be grandfathered in to the next year. All activities provided by the group are in agreement with the Statement of Faith (Article 2) and the Statement of Purpose (Article 1.2) of REACH By Laws.

Requirements for Membership:

- Prerequisite for membership is to have at least one child being educated at home in grades K4 through 12, with a minimum age of 4 by September 1<sup>st</sup> and a maximum age of 18, with that child still being actively educated at home.
- To submit information and fees as designated by the Steering Committee.
- To submit signed agreement of adherence to the Conduct / Participation Policies and all other policies found in REACH guidelines, considerations, and explanations.
- To submit a signed acknowledgement of Purpose Statement (Article 1.2), Statement of Faith (Article 2), and Liability Waiver. An individual does not have to be in agreement with the Purpose Statement or Statement of Faith but respecting the statement of faith is a condition of membership. This is the basis on which activities are provided and the member agrees not to do anything that would undermine these statements.
- Members must keep the names, addresses, phone numbers, and emails of other members in the strictest confidence.

### Article 4 - Steering Committee

4.1 The Steering Committee is the governing body of REACH. They purpose to serve the group in humility, maintain Christian integrity and seek that which is most glorifying to God and what is best for REACH. The Steering Committee will maintain final authority for all decisions affecting REACH in accordance with the purpose statement (Article 1.2) and statement of faith (Article 2) and such matters as are required to protect the integrity of the group. The REACH Steering Committee shall be comprised of at least 4 individuals and no more than 8 individuals.

4.2 Qualifications for Steering Committee Members:

- Members must be experienced and proven home educators
- Members must be members in good standing of a local body of believers
- Members must have been active or supportive members of REACH for at least one year
- Members must profess clear, consistent, evident testimony of their faith in Jesus Christ

4.3 Nomination and selection of new steering committee members rests with the current steering committee.

4.4 The Steering Committee will meet a minimum of once per month or at their discretion.

4.5 Quorum – To have an official vote a minimum of 3 members must be present.

4.6 Voting – The majority rules when voting on any decision. Voting by absentee ballot, whether in writing or by telephone, by any director shall be considered as equivalent to representation by proxy for purposes of quorum.

4.7 Responsibilities of Steering Committee: It is the responsibility of the steering committee to serve the group in humility, maintain Christian integrity and seek that which is most glorifying to God and what is best for REACH. How this is accomplished:

- The Steering Committee will have final approval on any REACH function with regard to content and leadership.
- The Steering Committee will have the right to screen any and all printed materials that are sent out in REACH's name.
- Steering Committee Directors will function under designated roles as outlined in Article 5 of these By Laws. However, these roles may be repurposed or re-designated by the committee at any time.
- REACH will always respect the privacy of its members to the highest degree possible. Steering Committee uses the information we collect from you in order to maintain the smooth operation of our website and mailing/email list. Steering Committee will never share your information with any outside parties, or agencies, without your permission.

4.8 The REACH Steering Committee shall not be personally liable for the debts, liability, or any other obligations of the Association/Corporation.

#### Article 5 – Steering Committee Directors

5.1 The members of the Steering Committee will be called committee directors. The directors of the organization shall consist of Membership Director, Financial Director, Media Director, Educational Director, Administrative Director, and Event Director(s). The REACH Steering Committee Directors shall appoint at least five of these directors as stated in Article 4.1. The Steering Committee Directors will function under designated roles as listed in Article 5.3-5.9 but each director is not limited to these responsibilities as stated in Article 4.7.

5.2 The REACH Steering Committee Directors will not be compensated via salary for their service as a director of the committee.

5.3 Membership Director role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Answer membership emails pertaining to REACH membership.
- Become a purchaser for REACH (all Steering committee members are purchasers).
- Collect yearly membership forms and update member records.
- Approve membership to certain media outlets such as but not limited to Facebook.

- Update REACH directory yearly.
- Communicate with various state homeschool groups in regards to their REACH membership rosters.

5.4 Financial Director role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Answer membership emails pertaining to financial interests such as fees/refunds.
- Become a purchaser for REACH (all Steering committee members are purchasers).
- Collect monies and issue receipts of payment.
- Maintain a complete financial report stating all income, expenditures and any outstanding obligations.
- Update yearly filings with IRS and Secretary of state for 501c3 as well as postcard filing for taxes.

5.5 Media Director role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Answer membership emails pertaining to the newsletter or marketing.
- Become a purchaser for REACH (all Steering committee members are purchasers).
- Publish REACH monthly newsletter.
- Direct any marketing for REACH.

5.6 Educational Director role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Answer membership emails pertaining to REACH co-op.
- Become a purchaser for REACH (all Steering committee members are purchasers).
- Become the REACH co-op director
- Yearly: organize and inventory the supplies/curriculum in our REACH storage.

5.7 Administrative Director role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Assist with answering membership emails.
- Become a purchaser for REACH (all Steering committee members are purchasers).
- Create monthly Steering committee meeting agendas.
- Keep accurate minutes of all meetings.
- Upload minutes onto REACH gmail Drive.
- Complete and submit grant applications.
- Maintain REACH website.

5.8 High School Events Director(s) role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Answer membership emails pertaining to REACH High events.

- Become a purchaser for REACH (all Steering committee members are purchasers).
- Monthly event planning for grades 9-12th.

5.9 Junior High Events Director(s) role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Answer membership emails pertaining to REACH Junior High events.
- Become a purchaser for REACH (all Steering committee members are purchasers).
- Monthly event planning for grades 6-8th.

5.10 Elementary Events Director(s) role is designated as follows:

- Attend monthly Steering Committee meetings.
- Attend emergency Steering committee meetings, as they are needed.
- Answer membership emails pertaining to REACH Junior events.
- Become a purchaser for REACH (all Steering committee members are purchasers).
- Monthly event planning for grades K-5th.

#### Article 6- Committees

6.1 The REACH Steering Committee Directors may create committees as needed, such as Co-op and REACH High committees. The REACH Steering Committee Directors may appoint members to each committee upon referral from that committee.

6.2 The REACH Steering Committee Directors as well as subcommittee members are required to sign and adhere to a confidentiality agreement to protect sensitive information disclosed and discussed during meetings and/or interactions as it is related to the integrity of REACH and the members thereof. Due to the possible sensitive nature of these topics, stepping down or removal from one of these positions does not release the agreement to maintain confidentiality on matters discussed. A breach in this confidentiality agreement at any time will result in termination of REACH membership.

6.3 All committees operate under the authority of the REACH Steering Committee. NO committees shall have any power to: fill vacancies on the REACH Steering Committee, adopt, amend, or repeal the by-laws, amend or repeal any policies, guideline, considerations, or explanations made by the REACH Steering Committee, or act on matters committed by the by-laws, guidelines, policies, considerations or explanations of the Committee without the approval of the REACH Steering Committee. Each created committee shall give the names of prospective committee members to the REACH Steering Committee for final approval.

6.4 Any committee member may resign at any time. In the event that a committee member is removed by the Steering Committee, he/she is not eligible to serve as a future Steering Director or on any future REACH committee.

#### Article 7 – REACH Core Functions

- Present the homeschool group to the community and the unsaved in a way that positively reflects Christ

- Represent group locally to the school board with any issues
- Provide large group activities
- Provide supplements to homeschooling
- Provide encouragement to Moms and Families
- Represent REACH at a state level on legislative issues
- Promote CHEWV concerning enrichment activities and annual testing
- Provide a means to share/plan activities that are not a part of REACH core
- Provide a means to communicate with other like-minded families
- Educate the Community at large about homeschooling

#### Article 8- Finances

8.1 REACH utilizes membership funds for the purpose of providing activities, paying speakers or facility charges, providing support materials, educational/social activities, etc. It is the responsibility of the Steering Committee to manage these funds so as not to exceed the money brought in or to create a surplus. It is the intention that at the year end the funds brought in will equal the funds spent.

8.2 REACH Fiscal year is August 1 – July 31.

8.3 A financial report shall be produced annually.

8.4 Financial accounting may be made available to members upon request to Steering Committee.

8.5 Financial reports and accounting records for tax purposes may be done by a 3<sup>rd</sup> party on behalf of REACH.

#### Article 9 – IRC 501(c)(3) Tax Exemption Provisions

- a. Upon dissolution of REACH, assets shall be distributed for one or more exemption 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 public purpose.
- b. In the event that REACH were to dissolve, REACH would like all of our assets to be distributed to the following 501(c)(3): local area churches who have hosted REACH for co-op and other group events at the discretion of the current serving Steering Committee.
- c. REACH is organized exclusively for charitable, religious, educational purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of REACH shall inure to the benefit of or be distributed to its members, trustees, directors 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 for REACH in the purpose clause hereof.

- d. Notwithstanding any other provision of the document, the organization shall not carry on any other activities not permitted to be carried on by an (a) 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 10 - Amendments

These by-laws may be amended when deemed necessary by a unanimous vote of REACH Steering Committee Directors. Proposed amendments must be submitted to the Steering Committee.

By-Laws adopted 7/13/2021