

Chapel Hill-Durham Homeschoolers Bylaws
Revised and approved 2/2025

Article I – Organization

1. The name of the organization shall be Chapel Hill Homeschoolers, dba Chapel Hill-Durham Homeschoolers.
2. Mission Statement: Chapel Hill-Durham Homeschoolers strives to support and encourage all homeschooling families through their homeschooling journey. We embrace diverse homeschool families and expect members are committed to including and celebrating all members, regardless of their visible and invisible differences from one another. These differences include (but are not limited to) race, ethnicity, nationality, sex, sexual orientation, gender identity, gender expression, spiritual affiliation (or lack thereof), ability, and neurotype. The lived experiences of our members, and their full access to basic human rights, is not open for debate. As an organization, we tolerate nothing less than the equality of every member.
3. Purpose: Chapel Hill-Durham Homeschoolers seeks to fulfill its mission statement by:
 - a. Providing opportunities for member families through a framework of educational and networking activities.
 - b. Providing access for members to educational and other homeschool related information through our e-mail loop, social media, website, or other means.
 - c. Providing programming and activities for members of our community.

Article II – Board of Directors

1. Duties and Authority
 - a. The Board of Directors shall have the control and management of the affairs and business of this organization. However, the Board is expected to seek input from the group on all decisions outside of the scope of normal operations.
 - b. The Board shall have all of the legal and professional duties allowed under the laws of the State of North Carolina.
 - c. The Board of Directors shall act in the name of the organization only when it has been convened by its chairman after due notice to all of the directors of such meeting.
 - d. All directors must respond to communications from the organization within a reasonable amount of time.
 - e. The Board of Directors shall be elected at the annual General Membership Meeting.
 - f. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
2. Structure
 - a. The Board of Directors shall consist of no fewer than five and no more than seventeen persons.
 - b. The board may, at its discretion, choose up to two junior members to sit on the board. These two Junior Member seats will be for 14-18 year old children of Chapel Hill-Durham Homeschoolers' families in good standing. Interested teens will fill out an application including an essay explaining why they are interested in having one of these seats. The board, minus any current Junior Members, will then choose up to 2 of these applicants to be Junior Members based on a blind application process with the names removed. Each Junior Member will serve a one year term and have full voting rights. Junior Members will participate in all board activities unless the board members determine there is a sensitive issue that needs to be dealt with privately.
 - c. Qualifications: At least one of the board members shall be a resident of the State of North Carolina and a citizen of the United States.
3. Elections:
 - a. Board members shall be elected by majority vote of the Members at the General Membership Meeting of each year. Any member in good standing is qualified to run or to nominate a person to run in these elections.
 - b. Terms:

- i. Each board member shall serve for an initial term of two (2) years. At the conclusion of their initial 2-year term, board members have the option to serve additional 1-year terms, renewed annually as desired and voted upon by board members.
 - ii. Staggered Board. The terms of board members will be staggered by conducting elections for new board members each year in May, resulting in a board made up of newly elected board members alongside those that have already served for one year.
 - iii. Removal: A board member may be removed for cause by a two-thirds (2/3) vote of the Board of Directors.
- c. Vacancies: Vacancies on the board shall be filled by a majority vote of the remaining members of the Board of Directors.

Article III – Meetings

1. Regular Meetings:
 - a. Timing: The Board of Directors Meetings shall be held 6 times a year at a date and time chosen by the Directors.
 - b. Notice:
 - i. The Secretary shall send notice of the time and place of the bimonthly meetings to all members in good standing.
 - ii. Notice must be sent at least one (1) week in advance of the meeting
 - iii. All regular meetings of the Board of Directors are open to the attendance of Chapel Hill-Durham Homeschoolers members in good standing.
2. Special Meetings:
 - a. The Chair or any two (2) or more board members may call a special meeting when she/he deems it to be in the best interest of the organization and there are matters of an urgent, important, or time sensitive nature that need to be addressed.
 - b. Notices of such meetings shall be sent at least thirty-six (36) hours before the scheduled time. Such notice shall state the reason for the meeting, the business to be transacted at the meeting, the time and place of the meeting, and who called the meeting.
 - c. No other business but that specified in the notice may be conducted at the special meeting unless by unanimous consent of all those present at the meeting.
3. Alternatives: Participation in Board Meetings may be by teleconference or other suitable real-time substitute in lieu of an actual meeting.
4. Action without a meeting: Action may be taken without a meeting in such cases when a meeting is not possible and when immediate action is called for. In such cases, the executive board (co-chairs, secretary, and treasurer) will decide by majority that action without a meeting is warranted. Questions will be raised on the board email list, and a majority decision will determine action. Except in matters of extreme urgency (as determined by the executive board), at least 24 hours will be given for all members to respond and vote. Results of the voting should be recorded in the minutes for the next Board meeting.
5. Annual General Membership Meeting:
 - a. The annual General Membership meeting of this organization shall be held once, every year. The Board of Directors shall fix the day.
 - i. The Secretary shall cause every member in good standing to be notified telling the time and place of such annual meeting, with a minimum of four weeks advance notice required. Notice may be sent by either electronic or written means.
 - ii. The Secretary and the Board of Directors will use their best efforts to ensure that members are reminded of the Annual Meeting and encouraged to attend.
 - iii. The Co-leaders shall provide the Secretary with an agenda for the meeting to be sent as part of the notice to the General Membership. Special meetings of the General Membership of this organization may be called by the Co-leaders when they deem it for the best interest of the organization. Notices of such meeting shall be provided to all members at least two (2) weeks before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be

transacted at such meeting and by whom it was called. At the request of two or more of the members of the Board of Directors or 5% percent of the members of the organization, the Co-leaders shall cause a special meeting to be called, but such request must be made in writing at least two weeks before the requested scheduled date.

Article IV – Quorum

1. Board of Directors Meetings: 50% of the members of the Board of Directors shall constitute a quorum for Board of Directors meetings.
2. General Membership Meetings: 5% of the members shall constitute a quorum for General Membership meetings.

Article V – Voting

1. Voting Methods:
 - a. At all meetings, all votes shall be by voice, including votes for the election of officers and directors. At video meetings, voting may be done by hand or by voting in writing in the chat window.
 - b. At any regular or special meeting, if a majority so requires, any question may be voted on by show of hands or anonymous ballot.
 - c. Neither any General Member nor any Board Member may vote by proxy.
2. Special Voting
 - a. The following matters shall require a two-thirds (2/3) majority vote of a quorum of the Board of Directors.
 - b. Dissolution of the Organization
 - c. Removal of a Director or Officer
 - d. Amendment of the Bylaws
 - e. Removal or suspension of a member
3. When positions have been shared by two or more directors, as in the case of the position of chairman, each director shall have one vote.

Article VI – Officers

1. The initial officers shall be as follows:
 - a. Chairs (consisting of two co-leaders – there shall always be two co-leaders of this organization)
 - b. Secretary
 - c. Treasurer
2. The Chairs:
 - a. Shall be the co-leaders of the organization and will preside over meetings of the Board.
 - b. Shall be members of the Board of Directors.
 - c. Shall present a quarterly report of the work of the organization at each regularly scheduled Board of Directors meeting.
 - d. Shall be two of the officers who may sign checks or drafts of the organization.
 - e. Shall have the ability to contract for such services, goods, and property, real or personal, as is deemed necessary for the smooth operation of the organization.
 - f. Shall appoint all committees, temporary or permanent, subject to the approval of the rest of the board.
 - g. Shall have such powers as may be deemed necessary and proper for the creation and maintenance of the smooth operation of the organization.
 - h. Shall co-moderate the membership listserv, unless the board appoints alternative moderator(s).
3. The Secretary:

- a. Shall keep the minutes and records of the organization and file them in the appropriate electronic accounts.
 - b. Shall file any certificate required by any statute, federal, state or local.
 - c. Shall give and serve all notices to directors of this organization.
 - d. Shall be the official custodian of the records and seal of this organization.
 - e. Shall be one of the officers authorized to sign checks or drafts of the organization.
 - f. Shall submit to the Board of Directors any and all communications that shall be addressed to her/him as Secretary of the organization.
 - g. Shall attend to all correspondence of the organization.
 - h. Shall exercise all duties incident to the office of the Secretary.
- 4. Treasurer
 - a. Shall have the care and the custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization.
 - b. Shall open necessary checking and savings accounts as determined by the Chairmen.
 - c. Shall place all funds into the designated accounts, excluding those funds that the Board of Directors may cause to be invested in such investments as shall be legal for a nonprofit organization in North Carolina.
 - d. Must be one of the officers authorized to sign checks or drafts of the organization.
 - e. Shall provide quarterly financial reports of the organization to the Board of Directors at regularly scheduled meetings complete with supporting documentation. Such reports shall be attached to the meeting minutes.
 - f. Shall file annual tax returns for the organization.
 - g. Shall exercise all duties incident to the office of the treasurer.
- 5. Elections:
 - a. Officers shall be elected each year by majority vote of the Board of Directors at its first annual Board meeting.
 - b. Terms: Each officer shall serve for a one (1) year term. Officers may be re-elected for additional consecutive year 1-year terms as CHDH board officers.
 - c. Removal: An officer may be removed for cause by a two-thirds (2/3) vote of the Board of Directors.
 - d. Vacancy: In case of a vacancy, officers shall be elected by majority vote of the remaining Board of Directors as soon as possible thereafter.
 - e. After the two year-term, Board members may rotate off the board for a period of time and subsequently be re-elected to the board. In this case, the new 2-year term begins when they are voted onto being a board member again.

Article VII – Membership

- 1. Chapel Hill-Durham Homeschoolers is a non-membership organization. We have no members within the meaning of North Carolina Non-Profit law. However, Chapel Hill-Durham Homeschoolers chooses to extend certain rights and privileges to members. Any such membership in this organization shall be open to those who:
 - a. Are a current, prospective, or recent homeschooler in the Chapel Hill-Durham area, or with plans to relocate to the area
 - b. Fill out and return a membership form
 - c. Abide by Chapel Hill-Durham Homeschoolers policies
 - d. Pay yearly dues, if there are any, as set by the Board of Directors
- 2. We reserve the right to deny membership in our organization to anyone who is a registered sex offender or has been convicted of a violent crime or act that can be considered a threat to the physical or mental well-being of our members.
- 3. The Board may remove or suspend any individual from membership by a 2/3 vote.

Article VIII – Compensation for Officers and Board Members

Board members, including all officers, shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation and prior approval.

In addition, co-chairs, board members, and officers serving the organization in any other capacity, such as staff, are allowed to receive compensation in that capacity.

Article IX – Committees

1. Appointment: The Board of Directors, or Chairs with the approval of a majority the Board of Directors, may establish one or more committees or advisory board of this organization.
2. Duration and Duties: The duration of the committee and the term of the committee members shall be for a period of one year or less, unless terminated by an action of the Board of Directors.

Article X - Indemnification

Every member of the Board of Directors, officer or employee of the Corporation may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights that such member of the Board, officer or employee is entitled.

Article XI – Amendments

Except for Article II, Section 3(a), which gives to the Members the power to elect the Board of Directors, these Bylaws may be altered, amended, repealed, or added to by a two-thirds (2/3) majority vote of a quorum of the Board of Directors at a regular or special Board Meeting called for this purpose, provided prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken.

Article XII – Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities and obligations of the corporation, dispose of all of the assets of the corporation (if any) as follows:

- (a) Assets held by the corporation upon conditions requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements; and
- (b) All other assets shall be transferred or conveyed to the United States, a state, or such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an organization or organizations exempt under Section 501(c)(3) of the Code, as the Board of Directors in its discretion determines, subject to the provisions of the Bylaws of the corporation and applicable law.

Article XIII – Non-Discrimination Clause

In keeping with our mission statement, this organization shall not discriminate on the basis of any visible and invisible differences from one another, including (but not limited to) race, ethnicity, nationality, sex, sexual orientation, gender identity, gender expression, spiritual affiliation (or lack thereof), ability and neurotype. All persons participating in or offering programming as part of our organization must abide by this non-discrimination policy. This policy applies to (but is not limited to) membership status, activities/programming, and postings on the listserv. Violation of this policy can lead to exclusion from participation in events or posting on the email list, and are grounds for suspension or revocation of membership.