

## **P.E.A.C.H. BY-LAWS**

### **Article I Name**

The name of the organization shall be Parent Educators of Augusta County Homes, Inc. and designated by the acronym P.E.A.C.H.

### **Article II Purpose**

Section 1. P.E.A.C.H. is an organization which provides support and encouragement to parents who are teaching their children at home and those considering homeschooling. The organization is Christian in orientation and is guided by the Word of God, the Bible. In God's Word we are commanded to "provoke one another to love and good works" (Hebrews 10:24) and "to train up a child according to God's Word" (Proverbs 22:6).

Section 2. The purpose shall be accomplished in the following ways.

- A. To provide monthly support group meetings.
- B. To provide opportunities through which children can benefit from educational activities, field trips, and social interaction.
- C. To provide continuing education opportunities for parents to increase and /or sharpen their skills to train their children.
- D. To provide a forum for the collection and dissemination of information concerning political developments which relate to home education in Virginia and other states.
- E. To provide a positive image to those seeking an alternative to traditional education and to the community in which we live. The Board shall establish guidelines for the standard of conduct which shall be used for field trips and other P.E.A.C.H. activities. Each member will receive a copy of these guidelines with the membership application.
- F. To provide information to prospective homeschoolers as determined by the Board. Legal advice will not be given. Opinions given by members should at no time be misconstrued as legal advice. Those needing such will be referred to organizations like Home School Legal Defense Association.

### **Article III Membership**

Section 1. Membership shall be open to families homeschooling their children or contemplating home schooling in the future, or who have graduated their last child while PEACH members, who agree to abide by the by-laws of the organization. Members who choose not to abide by the by-laws may have their membership revoked by a unanimous vote of the Board.

Section 2. To become a member of P.E.A.C.H., a membership form must be completed and submitted with the annual dues. Dues are reviewed and set annually by the Board. Between February 1 and May 30, dues are reduced by 50%.

Section 3. Membership directory. A yearly membership directory will be printed. Each

member is asked to respect the privacy of other members by using the directory only for homeschooling purposes. The directory is not to be used, sold, or rented for any other purpose.

Section 4. P.E.A.C.H. is Christian in orientation, however, no person shall be required to conform to any particular doctrinal statement or make any statement of faith as a condition of membership.

Section 5. All members are encouraged to volunteer to ensure the success of the organization and the programs provided. Programs and activities must have Board approval to be classified as a P.E.A.C.H. activity or program.

Section 6. Participation of a member in any P.E.A.C.H. function or program is completely voluntary. Each member is responsible for their own safety and well being and that of their children. A formal liability statement will be established by the Board and given to each family with the membership application.

#### **Article IV Fiscal Year**

Section 1. The fiscal year shall be from May 1 through April 30.

Section 2. Monies shall be carried over from one fiscal year to the next.

#### **Article V Board of Directors**

Section 1. Membership. The Board shall consist of five voting members, to include the President, Vice President, Secretary, Treasurer, and Newsletter Editor, and one non-voting registered agent.

Section 2. Elections. Nominations are submitted in writing between February 15<sup>th</sup> and March 15<sup>th</sup> to a neutral committee of 3 appointed by the Board. These persons shall not be seeking election for the coming year nor currently serving on the Board. The list of nominations will be published in the April newsletter. An election will be held in April at the annual business meeting of the membership. In the event a position has no nominees, the vacancy will be filled according to Article V, section 4 by the incoming Board.

Section 3. Qualifications.

- A. A member of the Board shall be in agreement with the Statement of Purpose and subscribe to the guidelines set in the by-laws.
- B. A member of the Board shall have been an adult in an active family of P.E.A.C.H. for the preceding fiscal year and have at least one child currently being homeschooled in grades K-12.
- C. Board members shall make a commitment to attend regularly scheduled Board meetings.
- D. A husband and wife cannot serve on the Board at the same time in two different offices. A couple can share one office.

Section 4. Vacancies. When a director is unable to complete his/her term, notification of a vacancy will be made through the newsletter to the membership. Interested members shall be given the opportunity to express intent. The Board will select the replacement to complete the term from the names submitted.

Section 5. Removals. Should a member of the Board not fulfill his/her duties or not adhere to the guidelines set forth in the by-laws, a process of correction and reconciliation will be instituted following the guidelines of Matthew 18. Any member of the Board can be removed from his/her position on the Board by a majority vote of the other Board members. The officer will be given the opportunity of a hearing consisting of only Board members prior to the vote being taken. He/she will be given the opportunity to resign before a vote. The member under question will not have a vote.

Section 6. Term. Term of office shall be from May through April. No person shall serve more than 3 consecutive terms in the same office. The month of May will be a transition month with the new Board.

Section 7. Committees. The Board shall create committees to facilitate the accomplishment of the statement of purpose. Committee chairmen are approved by the Board and report to the President or one designated by the President. A committee chairman must be an adult in an active family of P.E.A.C.H. and have at least one child currently being homeschooled in grades K-12.

#### **Article VI Duties of the Board Members**

##### Section 1. President

- A. Presided at meetings of the membership and the Board of Directors
- B. Serves as the official spokesman for the organization
- C. Coordinates the committees of the Board
- D. Keeps membership informed of Board activities via the newsletter
- E. With the assistance of the Treasurer and input from the other Board members and Committee chairmen, prepares a budget to be submitted to the Board for approval.
- F. Maintains a yearly calendar of events for P.E.A.C.H.

##### Section 2. Vice-President

- A. Shall preside at the meetings when the President is absent
- B. Shall become President should the Presidency become vacant.
- C. Shall plan programs/speakers and other educational opportunities for the support group meetings in keeping with the stated purposes of the organization.

##### Section 3. Secretary

- A. Record minutes of membership and Board meetings and maintain the official records of the support group.
- B. Shall provide copies of the minutes of the Board meetings to all Board members.
- C. Shall maintain the membership database. A yearly membership directory will be printed.

D. Shall send an informational packet to prospective members.

#### Section 4. Treasurer

- A. Shall be responsible for all the monies of P.E.A.C.H.
- B. Shall receive and disburse all monies in accordance with the instructions of the Board
- C. Shall prepare a financial statement for each Board meeting as well as make available the current bank statement.
- D. Shall reconcile the monthly statement and keep an accurate record of all financial transactions.
- E. Shall assist in the preparation of a yearly financial budget.
- F. Shall maintain a record of current paid memberships.
- G. Shall provide a year-end statement of assets and liabilities.

#### Section 5. Newsletter Editor

- A. Shall produce a monthly newsletter beginning in August and ending in June.
- B. Shall ensure that each newsletter reflects the stated purpose of P.E.A.C.H.
- C. Shall submit to the Board any information of a controversial nature prior to publication.
- D. Shall maintain the formal record of P.E.A.C.H. newsletters for the organization. The newsletters shall be retained for five years.

### **Article VII Committees of the Board**

Section 1. Members interested in being considered for a Committee Chairman position will submit their names to the current President by April 30 to be given to the newly elected Board for approval at the May transition meeting. The newly elected Board will appoint the Chairman.

#### Section 2. Field Trips

- A. Purpose. To plan appropriate field trips for the children according to the statement of purpose.
- B. Responsibilities of the Chairman
  1. To ensure that the announcements of planned field trips are published in the newsletter.
  2. To ensure that the appropriate thank you notes are sent after the field trip.
  3. To keep the President informed of any problems that should arise during a field trip.
  4. To select committee members from those interested in participating in organized field trips.

#### Section 3. Phone Tree

- A. Purpose. To develop a phone tree which can be used to keep the membership informed of any pertinent information related to P.E.A.C.H and/or homeschooling which cannot wait until the next newsletter. The Board will develop guidelines

for initiation of the phone tree or any other methods of informing the membership at large.

- B. Responsibilities of the Chairman. To coordinate the development of the phone tree and to initiate same according to the policies set by the Board.

#### Section 4. Other Committees

- A. Areas of responsibility to be determined by the Board.
- B. Duration of the committee to be determined by the Board.
- C. Responsible to the President or one designated by the Board.

### **Article VIII Membership Meetings**

Section 1. The date, time, and place of the support group meetings will be announced in the newsletter.

Section 2. The annual business meeting of the membership will be in April. The date, time, and place will be announced in the April newsletter.

Section 3. An agenda will be prepared for each meeting. Members should contact the President prior to the meeting to have items placed on the agenda.

Section 4. The frequency of the support group meetings shall be determined by the Board, allowing for at least one scheduled meeting for the months of September, October, November, January, February, March, April, and May.

Section 5. Meetings are open to the membership and those interested in information concerning homeschooling.

Section 6. The format of these meetings shall comply with the purpose stated herein. The meetings are not to be used as a forum for expressing political or doctrinal convictions.

Section 7. Each family membership shall have one vote. Motions not covered elsewhere in the by-laws will be approved by a simple majority of those present.

Section 8. Members are encouraged to participate in the regularly scheduled meetings and to have an input in accomplishing the Statement of Purpose.

### **Article IX Board Meetings**

Section 1. Board meetings shall be held at a pre-determined place and time. The frequency of the meetings shall be determined by the Board, but not less than quarterly.

Section 2. The presence of four-fifths of the officers shall constitute a quorum to conduct business at regularly scheduled Board meetings.

Section 3. An agenda will be prepared for each meeting. Each officer will have the

opportunity to have items placed on the agenda and should contact the President prior to the meeting.

Section 4. Board meetings are open to P.E.A.C.H. members for observation. If time permits, general members will be given the opportunity for comment at the end of the meeting. On occasion the meeting or portions of a meeting may need to be closed to ensure a Biblical resolution of conflict.

Section 5. Special meetings can be called at the request of the President or three officers. At least seven days notice shall be given to all officers.

### **Article X Voting and Quorum for Board Meetings**

Section 1. Each officer shall have one vote on all matters requiring Board approval.

Section 2. General business matters shall require the consent of a simple majority of the officers present.

Section 3. Officers can vote by absentee ballot by giving their vote in writing to another officer prior to the meeting.

Section 4. No less than one month time shall be allowed between motion and vote on the following matters.

- A. Board appointments
- B. Board removals
- C. Amendments

Section 5. Matters concerning appointments to the Board shall allow no more than one dissenting and/or abstaining vote.

### **Article XI Amendments**

Section 1. Amendments to the by-laws can be recommended by the Board or P.E.A.C.H. members. Those recommending amendments can request time for presenting the amendment at the next scheduled Board meeting. Proposed amendments must have the approval of four-fifths of the Board prior to being submitted to the membership for approval.

Section 2. An amendment can also be brought to a discussion at a scheduled support group meeting by the membership with a petition signed by 10 percent of the total membership of P.E.A.C.H.

Section 3. Announcement of any proposed amendment and the purpose of the meeting must be in the newsletter with the date, time, and place of the discussion.

Section 4. No less than one month time shall be allowed between motion and vote on amendments. The date of the vote will be published in the newsletter. A three-fourths majority of those present is needed for approval.

Approved by the membership: April 6, 1998  
Amended by the membership: April 8, 2008  
Amended by the membership: October 2010