**I. NAME OF THE GROUP**

**CRECHE**

**Homeschool Support Group Bylaws**

The CRECHE Homeschool Support Group (CRECHE) was organized in June of 2021.

**II. PURPOSE OF THE GROUP**

CRECHE is an Apostolate. The purpose of the group is to promote the Catholic faith, tofacilitate and support parents who are, or will be providing their children with a home-based education. Meetings, which occur on a regular basis, provide opportunities for networking with other parents who also educate their children at home.

Our group will remain faithful to the Magisterium of the Catholic Church, the Catechism of the Catholic Church, Canon Law, and perennial Church teaching. We do not require members to sign a "faith statement,” but request that they respect the Catholic Church and all it encompasses.

**III. GOVERNMENT**

The organization shall be a representative type of government composed a board of directors, elected officials, and volunteers.

## IV. BYLAWS

Amendments to the Bylaws will be by a majority vote. Proposed amendments will be approved by the Board of Directors and announced to the group membership one month prior to vote.

**V. MEMBERSHIP**

A. Family Membership—A family is considered to be a member of CRECHE once the registration form is filled out, PGC certification is provided, annual dues are paid, and any other relevant forms have been completed. Registration is completed during the designated registration period. Upon completion of the registration process:

 1. The family will have access to a Member’s Information Packet, located on the CRECHE website. A paper copy of this packet may be requested.

 2. The family may attend any group-

 sponsored activities and use

 any services that the group

 offers.

 3. The family may discuss and vote on

 any motion (one vote per family).

 4. The family may make motions after

 being recognized by the chair.

 5. The adult members may accept a committee position, an advisory position, or an elected position.

B. An online membership directory is available to registered members. It includes parents’ names, children’s names, address, phone number, email address, and curriculum used. This is privileged information for the sole purpose of group business. It is not to be distributed, shared, or used for any other purpose.

C. Information on our present homeschool legal rights and any new legislation relevant to homeschooling is provided via the website links.

D. Opportunities are provided for our children, of all ages, to interact with others who are being educated at home, through planned activities.

E. The group may sponsor chapters of Christian or Catholic-based nationally recognized groups, e.g., American Heritage Girls.

 1. A description of the sponsored

 group will be prepared and

 made available to membership.

 2. The sponsored group must be

 open to all eligible members.

 3. A coordinator will be chosen

 by the sponsored group to

 represent them at the meetings.

**VI. DUES**

Annual membership dues are proposed by the treasurer and approved by the Board of Directors (BOD) and Officers. The dues are annual covering September through August to be paid at the time of registration. Dues may be waived based on need, and approval by the board. Dues will be prorated for individuals joining after the January meeting. The payment of dues does not create any right, entitlement or obligation enforceable against the group or any member, officer or agent. Dues are not refundable under any circumstances. Funds are distributed as determined by the budget.

A. Budgeted Expenses may include:

 1. Activities for the group, e.g.,

 recognition ceremonies,

 book studies, and family events.

2. Operating expenses, e.g., copies, insurance, postage, facility use, website expenses, etc.

 3. Guest Speakers

B. All other expense items must be

 approved by the BOD and must be within budget projections.

C. Any funds remaining at the end of the

 year will remain in the treasury.

**VII. QUALIFICATIONS FOR ELECTED POSITIONS**

A. Two completed years of home-education

 is recommended.

B. Must have spouse’s approval.

C. Be willing to work hard and attend

 scheduled board meetings.

D. Be a member of CRECHE Homeschool Support Group for six months prior to elections, and either currently homeschooling or CRECHE Emeritus for the Emeritus Advisor Position.

E. Be willing to work with incumbent

 coordinators to facilitate transition of

 leadership.

## VIII. BOARD OF DIRECTORS

The CRECHE Board of Directors has a right and responsibility to act on behalf of the group, which is a private organization, to accept or reject requests for membership in CRECHE, as well as accept or reject requests for participation in group-sponsored activities.

A**. Directors**

 1. Will consist of a minimum of 3 and a maximum of 5 members. The Board must meet in May with the meeting being open to all CRECHE members.

 2. Will direct the quarterly meeting with officers and coordinators, including the May meeting open to all of CRECHE. The directors may call more meetings if needed.

 3. Will contact and follow-up on any

 guest speakers.

 4. Will prepare an agenda for the

 monthly meetings.

 5. Will maintain the group files. Historical files will be kept for at least five years*.*

 6. Will schedule and direct committee meetings.

 7. Will ensure the bylaws are adhered to and kept current. Members may be removed if they do not adhere to the bylaws.

 8. Will determine needed committee positions and will enlist volunteers.

 9. Will elect officers at May meeting.

 10. Unexpected vacant positions on the Board of Directors may be appointed by the sitting board members for a 1-year term after which time the seat will come up for a general election voted on by the group members. Board members shall serve a minimum of 2 years and a maximum of 5 years per term. Board members may serve an unspecified number of nonconsecutive terms. No more than 2 seats per fiscal year shall come up for election.

 11. Board members are subject to the terms of office for all elected officials.

**IX. TERMS OF OFFICE FOR ELECTED OFFICALS**

A. The term of office is for two years

 beginning with the June meeting. Only

 one office may be held at a time, except

 for temporary service to cover the

 responsibilities of a vacant position.

B. Resignation for any reason is

 acceptable, but a notice of two

 months is requested.

C. If any officer/coordinator fails to attend two consecutive meetings without sending a proxy or contacting the coordinators or co-coordinators, he/she may be replaced.

D. If any officer/coordinator fails to perform his/her duties in a responsible manner, he/she may be replaced.

E. Term of office will expire if the member ceases to homeschool, except for CRECHE Emeritus.

 **X. ELECTED POSITIONS**

A. **Treasurer**

 1. Collects dues and pays group

 bills, e.g., insurance premiums,

 incorporation fees, website fees, self- pay field trip fees.

 2. Makes motions that pertain to

 unallocated funds.

 3. Formulates a proposed budget

 based upon the past history and

 group records.

 4. Provides Treasurer Reports to

 members via the website.

 5. Distributes the funds as outlined

 in the approved budget.

 6. Maintains the group checking

 account, which may not be closed

 without approval of the group.

 7. Files annual federal and state tax

 forms for the group as required.

 8. Files annual corporation report in a

 timely manner.

 9. Keeps financial historical records

 for at least five years*.* Passes records

 on to the next treasurer.

 10. Chairs monthly meetings in the

 absence of the directors.

B. **Secretary**

 1. Takes minutes at the monthly

 meetings and the committee

 meetings. This may be delegated.

 Minutes must include: Leaders present and business conducted.

 2. Provides minutes to members via website.

 3. Prepares new member packets and

 brings them to the monthly meetings as requested.

 4. Documents updates to group

 bylaws, policy letters, and forms.

 5. Establishes and maintains member

 database. Ensures updates are

 provided to the Website Coordinator and added to the website membership directory.

 6. Keeps administrative historical

 records for at least five years.

 Passes records on to the next

 secretary.

**C. Emeritus Advisor (0 to3)**

CRECHE Emeritus – Registered CRECHE members that have homeschooled for at least seven years, were members of CRECHE for at least five of those seven years, and have graduated all their children from their homeschool. Exempt from dues.

 1. Meets established requirements of

 CRECHE Emeritus.

 2. Advises the Board of Directors on

 decisions pertinent to the group.

 3. May serve as overseers to major

 events, e.g. graduation & family events.

 4. Attends meetings as needed.

**XI. VOTING PROCEDURE**

A. Election of officers will be held at the May meeting of the Board of Directors. The ballot is comprised of nominees who meet the qualifications for elected positions. Only voting members of the board, and not CRECHE Emeritus, can vote to elect officers.

B. Amendments and proposals will be administered by ballot.

C. Simple majority of the attending full

 members (or their absentee ballot) is

 required.

D. There will be one vote per family

 membership.

E. Motions will be approved by a show

 of hands.

**XII. NON-ELECTED POSITIONS**

1. **Event Coordinator**

1. Works with treasurer to determine budgeted amount for each event.

 2. Enlists event volunteers and

 provides them with needed

 information.

 3. Ensures that activities and event

 details are communicated to the

 Board of Directors and Website Coordinator in a timely fashion.

**B. Field Trip Coordinator**

 1. Ensures that there are at least seven

 activities planned each year,

 appropriate for any age group.

 2. Collects any fees in advance of

 Activities, if necessary.

 3. Ensures that activities are

 communicated to the Board of Directors and the Website

 Coordinator in a timely fashion.

C. **Facility Coordinator**

 1. Represents CRECHE in requesting

 and scheduling use of the primary

 church facility for the monthly

 meetings, educational events, and

 other group-sponsored events

 taking place at the primary church

 facility.

NOTE: Primary church facility is defined as the church(es) used for the monthly meetings. The Facility Coordinator is responsible for the primary church facilities only.

 2. Ensures the facility is open for

 set-up and secured at the close of

 the meeting/event.

 3. Establishes a plan and/or a

 schedule for set-up and clean-up of

 the facility.

**D.** **Website Coordinator**

 1. Maintains the website with the

 most current information available

 for group membership, group

 activities, contact persons, meeting

 dates, times and location, legal

 alerts, newsletter information, Board of Director meeting minutes, and yearly budget.

 2. Ensures the annual website fees are

 included in the group budget and

 paid in a timely manner.

 3. Maintains the membership database and master email list of all paid members.

**XIII. COMMITTEE POSITIONS**

Any member, regardless of experience

or length of membership, may serve

in a committee position. Because CRECHE is a self-help group, all members are asked to be willing to serve in some capacities throughout the year.

Committee positions are not required but may be set up as needed by the Co-coordinators. The Committee Positions include, but are not limited to:

A. HSLDA Coordinator

B. Greeters for monthly meetings

C. Veteran homeschoolers to assist in

 orienting new homeschoolers

D. Reading Incentive Programs

E. School Photo Coordinator

F. Yearbook Coordinator

G. Child Care Coordinator

H. Legislative Issues

I. Graduation Coordinator

**XIV. PROCEDURES FOR DISBANDING THE GROUP**

A. The treasurer will pay any

 outstanding bills and distribute the

 remaining dues to one or more entities This may include but is not limited to: The host church, HSLDA, or local homeschool groups.

B. Comply with federal and state laws or tax regulations pertaining to NFP Corporations.