

# CONSTITUTION AND BY-LAWS

## ARTICLE I - NAME

The name of this organization shall be CenLa Christian Home School Association, hereafter referred to as CCHSA, a not-for-profit organization.

## ARTICLE II - DEFINITION

CCHSA is a Christian organization, the members of which are like-minded Christian home education families dedicated to observing the Biblical commands of Deuteronomy 6:4-10, Proverbs 22:6, and Ephesians 6:4. We promote home education as the scriptural design for education, whereas institutional education is the alternative to the home. We believe that every family has the God-given legal and constitutional right to home-educate in the State of Louisiana, whatever their philosophy of education or religious affiliation. CCHSA 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

CCHSA is organized exclusively for 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 climate of home education in Louisiana and in our nation.
3. By protecting the future freedoms of home education in our community and in the state of Louisiana.
4. By promoting the advantages of home education over alternative forms of education outside the home.
5. By promoting sound, high quality home education programs from parents or legal guardians for developing Christ-like character, which will satisfy the spiritual, intellectual, physical, and emotional growth needs of their children.
6. By publishing a regular newsletter.
7. By planning and conducting activities, seminars, forums, workshops, and other educational opportunities designed to provide information and training that will help parents and others involved with, or interested in, home education.
8. By implementing any programs or services in the future as may be deemed necessary by this organization.

## ARTICLE IV - STATEMENT OF FAITH

### Section 1: FULL MEMBERSHIP STATEMENT OF FAITH:

1. We believe the Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
4. We believe that man was created in the image of God, but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone, not trusting in any personal works whatsoever, can be saved.
5. We believe that salvation is the free gift of God, brought to the sinner by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.
6. We believe that the ministry of the Holy Spirit is to convict mankind, and to indwell, guide, instruct, and empower the believer for godly living and service.
7. We believe in the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences that may exist, except the aforementioned (1-6), should not hinder the unity of Christian home educators.

### Section 2: ASSOCIATE MEMBERSHIP STATEMENT OF FAITH

1. We believe that there is one God who has created all things in heaven and in earth.
2. We believe that Jesus of Nazareth is the Christ, the Savior, and Redeemer of all humanity. Forgiveness is found in Him, and hope eternal is found when someone believes in Him and accepts Him as their personal Savior.
3. We believe that the Bible, as contained in the Old and New Testaments, is the Word of God. This word is authoritative in all matters of faith and how people are to live.

## ARTICLE V - STATEMENT OF BELIEF ON FAMILY AND ON EDUCATION

## **Section 1: FAMILY**

We believe that the family is the basic governmental, social, and spiritual unit created by God. In it, the child learns self-government, social relationships, and develops a relationship to the Creator and Savior, the Lord Jesus Christ, according to John 3:5 and 16, Ephesians 6:1 and Colossians 3:20. The family also provides protection from over-extensive government and over-stimulating social involvements.

We understand "family" to mean a male and female parent, legally married, with one or more children (Genesis 1:26-28), although we recognize the exceptions of a single parent, adopted, foster, and step-children (James 1:27).

We reject homosexual marriages or homosexual orientation because it is contrary to Scripture and the intentions of God in creation (Romans 1:18-32), and we believe that such relationships are destructive to children and the very idea of family. Further, we reject transitory, co-habitational relationships (*living together as husband/wife without being married*) as being equally in violation of God's laws and incapable of providing the long-term nurture and instruction needed by children and commanded by God (Proverbs 1:8-9, 2:1-11; Colossians 3:21; and Ephesians 6:4). In view of this, no homosexual or merely co-habiting "parents" are eligible for membership in this Christian home education support group.

## **Section 2: EDUCATION**

We believe that the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4:9, 6:1-25, and 4:1-4). Thus, we believe this is an inalienable right given by God that the State cannot create, destroy, or alter. Parents may allow another to teach some of the cognitive information that children need to know, but all education must be under the ultimate control and supervision of the parents.

We believe education in the home to be the best form of education, but we recognize that many parents cannot educate at home for valid reasons and support the right of parents to send their children to private Christian schools. We further recognize that because of economic or other reasons, a member parent or guardian may have no other alternative but to place a child in a public school. Although this is acceptable, we do not, however, support or condone public schools because of their ostensible, humanistic basis for teaching all subjects. We believe that the religions of secular humanism and Christianity are mutually exclusive.

We believe that all education is religious in nature, since one's view of the world and life is inevitably involved in teaching (Proverbs 2:1-8, 3:1-2, with 6:20-23; and Matthew 28:18-20). Every discipline of knowledge, whether it is a subject such as mathematics, science, or history, will have as its final reference point a theistic or a humanistic view of reality (Colossians 1:15-20 and 2:8-15). We believe that there is no neutral academic discipline.

## **ARTICLE VI - MEMBERSHIP**

### **Section 1: SPECIFICATIONS**

Membership is open to all home education families who agree and comply with one of the "Statements of Faith" in ARTICLE IV and who agree and comply with the "Statement on Family and Education" in ARTICLE V.

### **Section 2: EXPECTATIONS**

It is expected that all families will support CCHSA with their annual dues and will participate in supporting one another as Christian home educators. Members are to agree to keep 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.

(SPECIAL PROVISION WILL BE MADE FOR THOSE FAMILIES WHO DESIRE TO BE MEMBERS BUT ARE UNABLE TO PAY.)

### **Section 3: APPLYING FOR MEMBERSHIP**

The parents or guardians of a family that plan to educate at home shall sign and agree to the "Statement of Faith" (IV) and agree to, and comply with, the "Statement of Belief on Family and On Education" (V). This form shall be submitted, along with the required dues, to the Treasurer on an annual basis, by *mid-September*, re-affirming their commitment to section one (1) of this article. At that time, membership roll records will be updated and a membership directory will be made available. Membership classes, designations, voting powers, rights, privileges, restrictions, and limitations are defined as follows:

1. **CCHSA/CHEF of LA, Full Membership**: Parent/teachers sign the CCHSA/CHEF of LA (Christian Home Educators Fellowship of Louisiana) "Statement of Faith" / "Statement of Belief on Family and On Education" form, indicating that they agree and comply with the statements. They must also fill out a liability release form, and a family information sheet. Return the forms along with a total of \$25.00 for dues (\$5.00 is sent to CHEF of LA for statewide CHEF dues). You will receive voting rights, leadership eligibility, an activity calendar, member directory, and other information when we receive the signed "Statement of Faith" and your dues.
2. **CCHSA Associate Membership**: Parent/teachers sign the CCHSA Associate Membership "Statement of Faith" / "Statement on Family and Education Form," indicating that they agree and comply with the statements, and return the form along with the "Family Information Sheet," "Liability Release Form," and a total of \$25.00 for dues for the local and state group. You will receive an activity calendar, member directory, and other information when we receive the signed statement of faith and your dues.

Confessional or ethical non-compliance with any part of our “Statements of Faith,” or “Statements on Family and Education,” will result in membership being revoked.

Activities coordinated by CCHSA are open to all members. We encourage members to share membership information with other families who are interested in our group, but we ask that you keep our member directory and activity calendar confidential and for personal use only. If you desire membership, please fill out the requested documents and turn them in, along with a check payable to CCHSA for dues, or mail them to the CCHSA Treasurer.

#### **Section 4: REVOCATION OF MEMBERSHIP**

Membership (including associate membership) may be revoked after full board review and vote.

### **ARTICLE VII - GOVERNMENT**

#### **Section 1: GENERAL POWERS**

The affairs of CCHSA shall be under the policy direction and implementation of a Board of Directors. This Board shall include five (5) officers: a President, Vice-President, Secretary, Treasurer, and Activity Coordinator. The Past-President shall serve as an advisor/member of the Board. The board shall also include any number of area support group leaders (in accordance with VIII:2).

#### **Section 2: QUORUM**

A majority of the Board of Directors present at any scheduled meeting, as set forth in Section 6 below, shall be a quorum. A quorum for special purposes of any 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 which specifies the action to be taken is signed by two-thirds (2/3) 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 expenses incurred while fulfilling board duties (i.e., travel-related expenses, postage, phone calls, etc.).

#### **Section 6: MEETINGS OF THE BOARD OF DIRECTORS**

The Board of Directors shall meet at least four times during the year, the last meeting to be held in May, designated as the Annual Meeting. Suggested meetings/topics include:

- June-August (1st quarter): Transition for leadership, activity planning for the school year, firm up "kick-off" meeting
- Kick-Off Meeting (August): Give general information about CCHSA, and about CCHSA planned activities, sign-up/re-affirm members with statements of faith, collect dues, etc.
- September-November (2nd quarter): Review membership/help new families as necessary
- December-February (3rd quarter): Activity planning
- March-May (4th quarter): Review budget and approve proposed budget for next year, review and confirm leadership nominations received in March, plan "kick-off" meeting for fall (new school year).
- Annual Meeting: Elections, adoption of proposed budget for next year (usually prior to CHEF convention)

#### **Section 7: ACTIVITIES OF THE ORGANIZATION**

7.1 The Board of Directors shall schedule regular activities throughout the year in order to further the CCHSA stated purpose (III).

7.2 The Annual Meeting of the organization shall include election of officers and area support group leaders, adoption of the budget, and determination of dues, as well as any other 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, or when one-fourth (1/4) of the member groups petition the Board of Directors with a proposed agenda. When possible, “A Notice of Special Meeting” shall be mailed to all member groups at least two (2) weeks before the meeting date, and shall include the topic(s) to be considered. Only

these topic(s) shall be dealt with in the Special Meeting. However, when necessary, the President may, in his sole discretion, call a Special Meeting upon notice to the Board of Directors by telephone, within twenty-four (24) hours before such meeting.

### **Section 9: NON-LIABILITY OF DIRECTORS**

The directors shall not be personally liable for the debts, liabilities, or other obligations of the not-for-profit corporation, CCHSA.

### **Section 10: INDEMNIFICATION BY CORPORATION OF DIRECTORS AND OFFICERS:**

The directors and officers of the not-for-profit corporation, CCHSA, shall be indemnified by the corporation to the fullest extent permissible under the laws of this state.

## **ARTICLE VIII - BOARD MEMBERS**

### **Section 1: OFFICERS**

Officers of CCHSA shall be elected by the member families at the Annual Meeting from a slate presented by the nominating committee appointed by the President. Only one (1) vote will be recorded per family.

There shall be five (5) officers consisting of President, Vice-President, Secretary, Treasurer, and Activity Coordinator. The offices of Secretary and Treasurer may be combined as Secretary/Treasurer, unless the membership size requires two (2) separate offices.

### **Section 2: AREA SUPPORT GROUP LEADERS**

Area support group leaders shall be elected by three (3) or more families residing in a particular area in which the area support group leader also resides. Only one (1) vote will be recorded per family. If less than three (3) members are represented at the Annual Meeting, then the President may appoint an area group support leader. This person shall fulfill the qualifications to hold office according to VIII:3 and be confirmed by an act of the Board.

### **Section 3: QUALIFICATIONS TO HOLD OFFICE ON BOARD OF DIRECTORS**

All Board Members:

- 3.1 Shall sign a statement that they agree with all parts of the CHEF Statement of Faith, Statement on Family and Education, Statement of Purpose, and By-laws of this organization.
- 3.2 Shall be a member of CCHSA and CHEF of LA.
- 3.3 Shall have at least one (1) year of home education experience by the time their term of office begins.
- 3.4 Shall be men. The basic unit of the organization is the family, over which the man is to provide the leadership according to the Scripture. CCHSA is an extension of the home and should reflect the home. This does not exclude the officer (husband) and his wife participating as a team as in a family to fulfill the duties of office.

### **Section 4: DUTIES OF BOARD OF DIRECTORS**

Duties of the Board of Directors shall include:

- 4.1 **PRESIDENT:** Responsible for the general functioning of the organization; presides over all meetings of the Board of Directors and the Annual Meeting; assigns members to committees; shall be ex-officio member of all committees; coordinates, with the Activity Coordinator, the dates of activities and functions sponsored by the organization; oversees the work done by any individuals or organizations whose services are contracted by the organization; represents CCHSA to all outside entities in the community; and works with the Treasurer in the disbursement of funds.
- 4.2 **VICE-PRESIDENT:** Shall execute functions of the President when said officer is unable to carry out a given responsibility and shall perform such duties as shall be assigned by the President; shall publish a regular newsletter.
- 4.3 **ACTIVITY COORDINATOR:** Shall coordinate, with the President, the dates of activities and functions sponsored by the organization and shall oversee the activities of the year (VII:7.1); shall request, of the President, the appointment of one or more assistants, as required by the scheduled activities.
- 4.4 **SECRETARY:** Shall record all business conducted at board or general meetings and submit such records to the President; shall prepare the minutes of the meeting in writing; shall keep a record of, and respond to, all membership inquiries; shall update CCHSA history.
  
- 4.5 **TREASURER:** Shall be responsible for maintaining financial records of this organization; for maintaining a current list of the member families; for informing and advising Board of new members (updating Board membership lists); for publishing an annual membership directory for all members by October (ARTICLE VI, Section 3); for payment of bills of the organization not exceeding the budget authorization; for procurement of necessary equipment (trophies, etc.); for providing regular financial reports; and for preparing the annual budget.

- 4.6 **AREA SUPPORT GROUP LEADERS:** Shall represent member families in the area of the community in which they reside; shall be responsible for maintaining a phone tree; for assisting families new to home education who reside in their area; for advising the President at board meetings; and for representing CCHSA in their area of the community.
- 4.7 The **Board of Directors** shall contract with any individuals or organizations necessary to carry out its stated purposes under such conditions and votes of payment as the Board of Directors shall decide, provided such conditions are not inconsistent with this Constitution.

#### **Section 5: ELECTION AND TERM OF OFFICE**

The members of the Board of Directors shall be elected at the Annual Meeting. The term of office shall be one (1) year, and officers begin their term June 1. During the transition period in which incumbent board members are still serving, the new board members shall work as incumbent board member assistants. There is no maximum number of terms a member of the Board of Directors shall be allowed to serve.

#### **Section 6: VACANCY**

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.

- 6.1 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.
- 6.2 Any board member elected by the organization may be removed by majority vote of the organization, when, in its judgment, such board member has been found to be in confessional or ethical non-compliance with the Statement of Faith, Statement on Family and on Education, Statement of Purpose, or By-laws of the organization. This removal process should take place at a quarterly board meeting or at a special meeting.

### **ARTICLE IX - BUDGET AND DUES STRUCTURE**

#### **Section 1: ADOPTION OF BUDGET AND DUES**

The budget and annual dues shall be developed by the Treasurer and approved by the Board of Directors. The budget and annual dues will then be submitted to, and adopted by, the members at the Annual Meeting.

#### **Section 2: DETERMINATION OF ANNUAL DUES**

Dues will be based on the operating expenses such as the cost of the newsletter, the membership directory, special activities, and dues to maintain membership in the state organization (CHEF of LA).

#### **Section 3: FISCAL YEAR**

The fiscal year shall begin June 1 and end May 30.

#### **Section 4: COLLECTION OF DUES**

Dues will be paid directly to the CCHSA Treasurer. CCHSA membership begins when dues are paid, or other arrangements are made with the Treasurer (VI:2).

### **ARTICLE X - AMENDMENTS**

This constitution may be amended by a majority vote of the members present and voting at any regular meeting, provided that notice of the proposed amendment is first submitted in writing to the Board of Directors of CCHSA for board decisions (VII:3) within sixty (60) days of the meeting, who will then submit it to the members at least two (2) weeks prior to the meeting.

### **ARTICLE XI - DISSOLUTION**

Upon the recommendation of the Board of Directors of CCHSA and a majority vote of the members present at an Annual Meeting, this organization may be dissolved and its activities closed. After payment of all bills and proper claims, the board of CCHSA shall direct the remaining assets be transferred to a home education organization with purposes similar to the Christian Home Educator's Fellowship.