



CENLA CHRISTIAN HOME SCHOOL ASSOCIATION

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 that promotes 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 for providing service and support to Christian homeschooling families, including, but not limited to, the following ways:

1. By aiding in the establishment and growth of Christian homeschooling families in our community.
2. By providing information regarding the political climate of homeschooling in Louisiana and in our nation.
3. By protecting the future freedoms of homeschooling in our community and in the state of Louisiana.
4. By promoting the advantages of homeschooling over alternative forms of education outside the home.
5. By encouraging sound, high-quality homeschooling by 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 providing useful ways to connect with other homeschoolers in the area.
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, homeschooling.

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 AGREEMENT

I/We, the undersigned, do hereby affirm that I/we agree and understand that the mission of CCHSA is to provide an organization of support that is in alignment with Christian values and principles as partially outlined in the Statement of Faith above. Furthermore, I/we do hereby affirm that I/we have fully read the CCHSA Statement of Faith and fully agree to respect the membership Statement of Faith in both word and action while participating in all CCHSA activities. I/We also agree to abide by the CCHSA code of conduct in all public meetings or gatherings related to CCHSA, including but not limited to: co-op classes, field trips, group activities, and presentations. I/We understand that Associate Members are not allowed to serve on the board or voting privileges.

Section 3: AUTHORITY OF STATEMENT OF FAITH

The statement of faith is the governing authority over all decisions by board members, as well as overall administration and activities of the Corporation. The Statement of Faith is detailed in the Articles of Incorporation, as such, the statement of faith cannot be changed, altered, or modified without dissolving the corporation.

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 over which the man is to provide the leadership according to the Scripture. 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 government and society.

We understand "family" to mean a male (XY chromosome) and female (XX chromosome) parent who are

legally married, with one or more children (Genesis 1:26-28), although we recognize the exceptions of a single parent, adopted, foster, and stepchildren (James 1:27). We believe that every person is born with a certain biological and unchangeable gender. Furthermore, we believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We reject homosexual marriages or homosexual orientation of both parents and children 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 parents and children 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 authorize another to teach some of the information that children need to know or experience, but all education should be under the ultimate control and supervision of the parents.

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).

ARTICLE VI - MEMBERSHIP

Section 1: SPECIFICATIONS

Membership is defined as a family unit per Article V Sec 1. Membership is open to all homeschooling 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 homeschoolers. Members are to agree to keep personal identifiable information of the other members in strict confidence. Members are also responsible for underwriting their share of the cost of activities in which they participate.

Section 3: APPLYING FOR MEMBERSHIP (RENEWABLE ANNUALLY)

The parents or guardians of a family seeking membership shall submit their application for membership online on the CCHSA website. Membership will be approved once payment of yearly dues and proof of registration with the State under the Home Study option or Non-Public school not seeking State Approval option has been received.

Membership in CCHSA is NOT automatically renewable; membership must be renewed annually; individual family memberships shall be valid for a period of 12 months. All families seeking membership renewal must complete the renewal application form, submit proof of registration with the State, and submit the required dues to the Treasurer by June 1, the beginning of the CCHSA fiscal year. At that time, membership records will be updated, and a membership directory will be available online. Membership classes, designations, voting

powers, rights, privileges, restrictions, and limitations are defined as follows:

1. CCHSA, Full Membership: Parent/guardian sign the CCHSA “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. You will receive voting rights, leadership eligibility, access to the members only side of the website and other information when we receive the signed “Statement of Faith” and your dues.
2. CCHSA Associate Membership: Parent/guardian sign the CCHSA Associate Membership “Statement of Faith” / “Statement on Family and Education Form,” indicating that they agree and comply with the Statements. They must also fill out the “Family Information Sheet,” and “Liability Release Form,”. You will receive access to the members only side of the website and other information when we receive the signed statement of faith and your dues. There are no voting rights or leadership eligibility with this membership.
3. First Steps Membership: is a discounted membership and is designed as an introductory program for families who are interested in exploring homeschooling or just beginning their homeschooling journey. First Steps aims to help new homeschoolers gain confidence, learn best practices, and become familiar with homeschooling requirements and opportunities. Membership in First Steps is open to families whose oldest child is under the age of compulsory school attendance in Louisiana as of September 30th of the current school year. The state letter submission requirement is waived under this membership. Members may choose to transition to standard membership once their children reach compulsory school age. There are no voting rights or leadership eligibility with this membership. Application for membership is open to any home education families who are able to subscribe to and sign the Statement of Faith. Members must also agree to abide by the CCHSA Constitution and Bylaws, and the Policies and Procedures established by the organization’s Board of Directors.

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.

Section 4: DISCIPLINARY ACTIONS/REVOCATION OF MEMBERSHIP

If and when any member (full or associate) is found to be in confessional or ethical noncompliance with any part of the “Statements of Faith”, “Statements of Family and Education”, statement of Purpose, Policies and Procedures, or By-laws of this organization, membership may result in revocation after full board review and vote. Disciplinary Actions/Revocation of Membership may apply in part or whole of membership. CCHSA Board of Directors has final decision.

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 six (6) officers: President, Vice-President, Secretary, Treasurer, Activity Coordinator, and Co-Op Director. The Past-President shall serve as an advisor/member of the Board for one (1) year.

In accordance with the corporate charter, the powers of the corporation known as CCHSA, are vested in the Board of Directors and consist of the powers to make contracts, sue and be sued, to adopt a corporate seal,

and the same to alter at pleasure, to lease, purchase and hold property for any purpose; to sign and issue notes, to receive gifts and bequests, both real and personal, and to make rules and bylaws, and do everything needful for CCHSA's good government and support.

The President and Treasurer, each position consisting of a husband and wife elected together, shall have signatory authority for all banking and financial transactions. However, one person, husband or wife, of each position is sufficient for representation. These powers or actions may be superseded by a majority vote of the Board of Directors.

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 serving; however, duly elected Board Members shall be exempt from yearly membership dues while serving. Members of the Board shall be reimbursed for all expenses incurred while fulfilling board duties (i.e., travel-related expenses, postage, phone calls, etc.). All duties and associated expenses MUST be approved beforehand by the Board.

Section 6: MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors may meet as often as necessary to accomplish the business of CCHSA; however, the following meetings shall be required:

- 1st Quarter mtg (June-August): Transition for leadership, activity planning for the school year, firm up Kickoff meeting
- Kickoff Mtg (July): Give general information about CCHSA, and about CCHSA planned activities, sign-up/re-affirm members with statements of faith, collect dues, etc.
- 2nd Quarter mtg (September-November): Review membership/help new families as necessary.
- 3rd Quarter mtg (December-February): Activity planning
- 4th Quarter mtg (March-May): 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 Members Mtg (March-May): Elections, adoption of proposed budget for next year, usually held at Field Day.

Note: All meetings shall follow Robert's Rules of Order (Revised) and shall be the authority for parliamentary rules of procedure in all Board of Directors' and Annual member's meetings, provided they are not in conflict with the

Constitution and Bylaws or the Articles of Incorporation.

Section 7: ACTIVITIES OF THE ORGANIZATION

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

The Annual Members Meeting of the organization shall include election of officers, adoption of the annual budget, and determination of dues, as well as any other business deemed important by the Board of Directors. Only one (1) vote will be recorded per family. The majority vote applies.

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.

Section 11: OTHER/AD HOC OFFICERS AND COMMITTEES

There may be, from time to time, an appropriate need to form other offices/committees. Such positions may be created with or without amending these Bylaws. When such positions are formed, size, tenure and responsibilities should be specified and properly recorded in the minutes.

ARTICLE VIII - BOARD MEMBERS

The positions identified in this Article are the officers of CCHSA pursuant to La.R.S. 12:225.

Section 1: OFFICERS

Officers of CCHSA shall be elected by the member families at the Annual Meeting. Only one (1) vote will be recorded per family. The majority vote applies.

There shall be six (6) officers consisting of President, Vice-President, Secretary, Treasurer, Activity Coordinator, and Co-Op Director.

Section 2: QUALIFICATIONS TO HOLD OFFICE ON BOARD OF DIRECTORS

All Board Members:

1. Shall sign a statement that they agree with all parts of the CCHSA Statement of Faith, Statement on Family and Education, Statement of Purpose, and By-laws of this organization.

2. Shall be a Full member of CCHSA.
3. Shall have at least two (2) years of homeschooling experience by the time their term of office begins.
4. Shall be a husband and wife, elected together as one to hold a single office. Both names shall be officially listed on the Board of Directors.

Section 3: DUTIES OF BOARD OF DIRECTORS

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. Duties of the Board of Directors shall include:

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.
2. **VICE-PRESIDENT:** Responsible to maintain and manage all aspects of the CCHSA website and CCHSA social media presence. Shall also 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.
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. **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.
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 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.
6. **CO-OP DIRECTOR:** Shall be responsible for aspects of the organization and direction of all CCHSA Co-op activities.

Section 4: 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 or after the transition meeting. 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.

4.1: Officer Nominations: Current Board of Directors shall receive nominations from the membership prior to the 4th Quarter meeting for any announced vacancies. Exception to the nomination will be the offices of the Treasurer and the Co-op Director which will be appointed by the Board of Directors.

Section 5: 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.

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.

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, in coordination with the President, 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 operating expenses such as the website, email host, insurance, leadership support, workshops, member activities, Homeschool Louisiana membership dues, etc.

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 or online through the CCHSA website.

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 thirty (30) 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 Homeschool Louisiana.