

# **SCHEF CONSTITUTION AND BY-LAWS**

## **Article I - Name**

The name of this organization shall be Slidell Christian Home Educators Fellowship, hereafter, referred to as SCHEF, a not for profit organization.

## **Article II - Definition**

SCHEF is a Christian organization, the members of which are like-minded Christian home educating families dedicated to observing the Biblical commands of Deuteronomy 6:4-10, Proverbs 22:6, and Ephesians 6:4. SCHEF 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**

SCHEF is organized exclusively for the purpose of 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 and legal climate of home education in Louisiana and in our nation in order to protect the future freedoms of home education.
3. By promoting the advantages of home education over alternative forms of education outside the home.
4. By promoting sound, high-quality home education programs by parents or legal guardians for the purpose of developing Christ-like character, and which will satisfy the spiritual, intellectual, physical and emotional growth needs of their children.
5. By reviewing and disseminating home education materials and information considered vital to home educators, thus serving as a resource to parents desiring to educate their children in the home.
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 whatever other programs or services in the future as may be deemed necessary by the membership of this organization.

# Article IV - Statement of Faith

## Section 1: Preface

Our Statement of Faith includes only those truths upon which all true Christians agree. It concerns the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 3, Eph. 4:5) which distinguishes believers from non-believers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity. (Rom. 15:7)

## Section 2: Statement

### We believe:

1. The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
2. That there is one living and true God; an infinite, intelligent Spirit, perfect in all His attributes, one in essence but eternally subsistent in three Persons: Father, Son and Holy Spirit.
3. 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. 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. 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. That the ministry of the Holy Spirit is to convict mankind, indwell, guide, instruct and empower the believer for godly living and service.

# Article V - Statement on Family and Education

## Section 1: Family

**We believe** that the family is the basic governmental, social, and spiritual unit created by God. In it, the child is to be trained in self-government, social relationships, and the development of a personal relationship to the Creator and Savior, the Lord Jesus Christ, according to John 3:5 and 16, Ephesians 6:1 and Colossians 3:20.

**We understand** "family" to mean a biological male and a biological female parent, legally married, with one or more children (Genesis 1:26-28), inclusive of single parent families.

**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 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 and 9, 2:1-11; Colossians 3:21 and Ephesians 6:4). In view of this, no homosexual or merely cohabiting "parents" are eligible for membership.

## **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 which no government entity can deny, 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** 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; 6:20-23; 9:10 and Matthew 28:18-20). Every discipline of knowledge, whether it be a subject such as mathematics, science, or history will have as its final reference point a theistic or, in the alternative, a humanistic view of reality (Colossians 1:15-20 and 2:8-15), and there is no neutral academic discipline. We believe that the religions of secular Humanism and Christianity are mutually exclusive.

# **Article VI - Membership**

## **Section 1: Specifications**

Membership is open to all home education families who are in agreement with the statement of faith and statement on family and education.

## **Section 2: Expectations**

It is expected that all families will support SCHEF 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. Members shall refrain from engaging in any activity which may bring reproach on the organization or home education. Activities of the organization will be open to members only.

## **Section 3: Applying for Membership**

By submitting an application for membership in the organization, members agree to abide by all standards and policies of the organization as established by the Board of Directors. The application shall be submitted on an annual basis at the beginning of each school year by July 31 re-affirming their commitment to Section 1 (one) of this article.

## **Section 4: Termination of Membership**

Membership in the organization may be terminated by a member family at any time by providing notice of same to the President or Board of Directors. If and when any member is found to be in confessional or ethical non-compliance with the statement of faith, statement on

family and education, then there shall be a hearing before the Board of Directors to consider the matter, with two weeks prior written notice given to the party or parties involved. If the matter remains unresolved, the Board of Directors may recommend to a meeting of the general membership that the said member be dropped from membership. This shall be done by majority vote at either a regular meeting or a special meeting of the organization.

## **Article VII - Government**

### **Section 1: Governing Authority**

The governing body of the organization shall be known as its Board of Directors and it shall have plenary powers to do all things necessary and proper to operate and control the organization. This board shall consist of seven (5) members: a President, Vice-president, Secretary, Treasurer, and an At Large Member.

### **Section 2: Quorum**

Three Fifths (3/5) of the total Board of Directors shall constitute a quorum. A quorum shall be present to approve binding decisions or policy changes effecting the organization. If a quorum is not present, a majority of those present may postpone the meeting to another time without prior notice. A quorum for purposes of any emergency 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 setting forth the action to be taken is signed by three-fifths (3/5) 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 actual and reasonable expenses incurred while fulfilling board duties, i.e. travel-related expenses, phone calls, etc., as approved by a majority vote of the Board.

### **Section 6: Meetings of the Board of Directors**

**6.1** The Board of Directors shall meet at least quarterly (4 times) during the year. The last meeting of the year shall be designated as the SCHEF Annual meeting and shall be held on a date to be determined by the Board of Directors. The Board of Directors will announce the date of the Annual Meeting not later than February 1st of the current school year.

**6.2** Three months before the SCHEF Annual Meeting a nominating committee consisting of

three (3) or five (5) board members appointed by the President at the third quarterly meeting, (January or February) shall meet to review nominations received and form a slate of proposed officers for election.

### **Section 7: Activities of the Organization**

**7.1** The Board of Directors shall schedule regular monthly or bimonthly activities throughout the year to further the SCHEF stated purpose (Article III).

**7.2** The SCHEF Annual Meeting of the organization shall include confirmation of board members, adoption of the budget and annual dues, and any other necessary 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-third (1/3) of the member families petition the Board of Directors with a proposed agenda. A Notice of Special Meeting shall be mailed to all member families at least two (2) weeks prior to the meeting date, when possible, and shall include the topic(s) to be considered. Only these topic(s) shall be dealt with in the Special Meetings.

## **Article VIII - Board Members**

### **Section 1: Board Members**

Board members shall be confirmed by the member families at the Annual Meeting from a slate presented by a nominating committee appointed by the President. Each member family shall have one (1) vote. There shall be Five (5) Board Members consisting of President, Vice-president, Secretary, Treasurer, and one (1) At Large member. Activity Coordinators.

### **Section 2: Qualifications to Hold Position on Board of Directors**

All Board Members shall:

**2.1** Have at least one (1) year of home education experience by the time their term of office begins.

**2.2** Be an active, responsible member of SCHEF for at least one (1) year.

**2.3** Submit a brief, written personal testimony of their salvation experience.

**2.4** Sign a statement that they agree with all parts of the Statement of Faith, Statement on Family and Education, Statement of Purpose and By-laws of this organization.

**2.5** Be an active member of a Christ centered, Bible believing church.

**2.6** Be men. The basic unit of the organization is the family over which the man is to provide the leadership according to the Scripture. SCHEF 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 the family to fulfill the duties of office. The At Large member may be a single female.

### **Section 3: Duties of Board of Directors**

Duties of the Board of Directors shall include:

**3.1 President:** Responsibility for the overall functioning of the organization; presides over general and board meetings; assigns members to committees; shall be an ex-officio member of committees; oversees the work done by any individuals or organizations whose services are contracted by this organization; represents SCHEF to all outside entities in the community; and works with the treasurer in the disbursement of funds.

**3.2 Vice-President:** Shall execute functions of the President when said officer is unable to carry out a given responsibility and such duties as shall be assigned by the President; responsible for maintaining a list of member families; for membership directory and updates as necessary; for new-comer orientation, new member packets; new program development; publicity.

**3.3 Secretary:** Shall record all business conducted at board and general meetings and submit such records to the President: shall prepare the minutes of the board meeting in writing to be delivered to all board members; shall give a brief oral report at general meetings of previous general meeting and of board meetings occurring between general meetings; responsible for scheduling and maintaining master calendar; responsible for overseeing the publishing of the newsletter on a regular basis.

**3.4 Treasurer:** Shall be responsible for maintaining financial records of the organization; for payment of bills of the organization not exceeding budget authorization; for procurement of necessary materials and equipment; for providing regular financial reports; and for preparing the annual budget.

**3.5 At Large Member:** Shall be responsible for filling and overseeing the 3 Activities Coordinators as defined below. The At Large member will preferably fill one of the Activities Coordinator positions and report on all coordinator activities to the board. The 3 Activities Coordinators and Duties are as follows:

(i) **Social Events Coordinator:** responsible for social events open to the general SCHEF membership, such as but not limited to:

- Picnic-August
- Thanksgiving Feast-November
- Christmas Program-December
- Achievement Night-May
- Couples Dinner-May

(ii) **Academics Coordinator:** responsible for coordinating any academic enrichment programs such as but not limited to:

- Testing-April
- Resource Library
- Junior Geography Club
- Senior Geography Club

- Science/Social Studies Fair
- Art Fair
- 4-H
- Parent Workshops
- Field Trips
- Enrichment Class Co-op (ECC)

**(iii) Physical Activities Coordinator:** responsible for coordination of field trips and physical activities, such as but not limited to:

- Physical Education
- Bowling
- Skating
- Field Day
- Sports Leagues

**3.8** The Board of Directors shall contract with any individual or organizations necessary to carry out its stated purposes under such conditions and votes of payment as the Board of Directors shall determine, provided such conditions are not inconsistent with this Constitution.

#### **Section 4: Term of Office**

The term of office shall be two years, from July 1 through June 30, with a two term limitation in one office. Terms shall be staggered, so that the President, Secretary and At Large positions will expire one year, and the Vice-President and Treasurer will expire the following year. During the transition period in which incumbent Board of Directors members are still serving, the new Board of Directors members shall work as the incumbents' assistants.

#### **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.

**5.1** 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.

**5.2** Any board member may be removed by majority vote of the membership, when in its judgement, such board member has been found to be in confessional or ethical noncompliance with the statement of faith, statement on family and education, statement of purpose or by-laws of the organization.

## **Article IX - Budget and Dues Structure**

### **Section 1: Adoption of Budget and Dues**

The budget and annual dues shall be developed by the Treasurer, approved by the Board of Directors, and submitted to the members for adoption 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 and the membership directory. A new member family joining SCHEF in July through January is to pay 100% of the annual dues; February through June 60%. Renewals after August 15 are be subject to a late fee.

## **Section 3: Fiscal Year**

The membership and fiscal year shall be from July 1 to June 30.

## **Section 4: Collection of Dues**

Dues will be paid by member families at the time of application.

# **Article X - Amendments**

## **Section 1: Annual Review**

This constitution may be amended by a 2/3 majority vote of the member families present and voting at the Annual Meeting, provided that notice of the proposed amendment is first submitted in writing to the Board of Directors sixty days prior to the meeting, who will then submit it to the member families at least two (2) weeks prior to the meeting.

## **Section 2: Emergency Changes**

**2.1** The intent of this Constitution and Bylaws is to serve as the basic guidelines and operating structure for the SCHEF organization. As such, amendments will normally be considered only as directed in Section 1 above.

**2.2** Should a situation arise that warrants special consideration of a proposed amendment, the issue will be presented to the Board of Directors for consideration. If the board unanimously agrees that consideration by the general membership is warranted, the President will call a Special Meeting.

**2.3** A Notice of Special Meeting will be mailed to all member families at least 2 weeks prior to the scheduled meeting date and shall include all proposed amendments, as well as location, date and time for the meeting.

**2.4** Amendments to the constitution require a 2/3 majority vote of the member families present and voting at the Special Meeting.

## **Article XI - Dissolution**

Upon the recommendation of the Board of Directors and a majority vote of the members present at a SCHEF Annual Meeting, this organization may be dissolved and its activities closed. After payment of all bills and proper claims, remaining assets shall be disposed of in cash or in kind by transfer to a similar home education organization, as designated by the Board of SCHEF, seeking to achieve purposes similar to those of the Christian Home Educator's Fellowship.