

# **Slidell Christian Home Educators Fellowship (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 quarterly newsletter.
7. 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:**

- i. The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
- ii. 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.
- iii. 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.
- iv. 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 whosoever, can be saved.
- v. 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.
- vi. 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 male and 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 10:1-4). 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.

## **Section 3: Discipline of Children**

**We believe** that the biblical discipline of children is crucial and necessary for life and godliness and is a required and a fundamental duty of members (Proverbs 13:24; 22:6; 23:13-14; 29:15-17). Members may allow another adult to discipline their children, but the ultimate discipline of children is reserved and is the primary responsibility of the parents.

# **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**

### **a. A Commitment to Support One Another**

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 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.

**b. A Commitment to Peacekeeping**

**i. Conflict Resolution Process**

In the event there arises a conflict among members, it is expected that members will follow the steps found in Matthew 18 wherein member families will resolve matters between one another. This includes an initial one-on-one meeting between the two members in conflict. If there is no resolution, then a second meeting must be planned with a board member using the MCRR (Member Conflict Resolution Request) form. Finally, if a resolution to the conflict has not been made, the situation will be referred and discussed with the full SCHEF Board.

**ii. Final Determination of a Conflict**

In the event a resolution cannot be achieved, the Board, with a 3/5's vote, will make a final determination on one or all of the party's status with SCHEF.

**c. Disciplinary Measures**

**i. For Children of SCHEF Members**

It is expected that parents monitor and discipline their children in accordance to sound biblical principles and/or Article V of the Statement on Family and Education, Section 3.

**ii. For Members**

If and when any member is found to be in confessional or ethical non-compliance with the SCHEF Statement of Faith, the Statement on Family and Education or the Parent Code of Conduct, the Board may take disciplinary action which may include the revocation of membership in SCHEF or dismissal from Co-Op or both. Written notice will be provided by the SCHEF Board of Directors (SCHEF BOD), where a 3/5 vote was conducted to dismiss the member.

**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 prior to attending any SCHEF sponsored activities including, but not limited to field trips, co-op classes, physical education, and field day, re-affirming their commitment to Section 1 (one) of this article.

#### **Section 4: Revocation of Membership**

If a membership is revoked, it shall be for the remainder of the current academic year and the next academic year. (Academic year shall be determined by the Academic BOD member and when not otherwise specified shall be the same as the membership year.)

### **Article VII - Government**

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

The governing body of the organization shall be known as its Board of Directors (BOD) and it shall have plenary powers to do all things necessary and proper to operate and control the organization. This board shall consist of five (5) husband and wife member positions, each which constitutes as one (1) vote: President, Vice-president, Secretary, Treasurer, and Academic Coordinator.

#### **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 (BOD)**

- a) The Board of Directors shall meet at bi-annually (2 times) during the year.
- b) Nominations for board positions will be presented by standing BOD during the month of March to be voted on at the last Board of Meeting of the year.
- c) Nominees will be contacted by a current member of the BOD to discuss qualifications and to ensure that they have expressed an interest in the nominated position.

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

- a) The Board of Directors shall schedule regular monthly or bimonthly activities throughout the year to further the SCHEF stated purpose (Article III).
- b) The first SCHEF Board Meeting of each membership year, 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.

## **Article VIII - Board Members**

### **Section 1: Qualifications to Hold Position on Board of Directors**

All Board Members shall:

- a) Have at least one (1) year of home education experience by the time their term of office begins.
- b) Be an active, responsible member of SCHEF for at least one (1) school year.
- c) Submit a brief, written personal testimony of their salvation experience.
- d) 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.
- e) Be an active member of a Christ centered, Bible believing church.
- f) Be a husband and wife team. 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.

### **Section 2: Duties of Board of Directors**

Duties of the Board of Directors shall include:

**a) President:**

- i. responsible for the overall functioning of the organization
- ii. presides over the board meetings
- iii. shall be an ex-officio member of committees
- iv. oversees the work done by any individuals or organizations whose services are contracted by this organization
- v. represents SCHEF to all outside entities in the community
- vi. works with the treasurer in the disbursement of funds
- vii. checks the SCHEF Post Office Box regularly and distributes mail accordingly to other board members
- viii. maintains SCHEF President's email and FB Page
- ix. authorized signer on the SCHEF checking account
- x. shall be a SCHEF Checking account debit card holder

**b) Vice-President:**

- i. shall execute functions of the President when said officer is unable to carry out a given responsibility
- ii. responsible for working with the treasurer to maintain a list of paid SCHEF member families
- iii. creates and updates the membership directory annually and as new members join
- iv. welcomes all new members with an introductory email that encompasses the new member packet
- v. maintains the Google contacts; adds new members as soon as their membership has been completed
- vi. oversees the following event coordinators
  - a. Decades Dance
  - b. Winter Formal
  - c. Prom
  - d. SCHEF Talent Show
  - e. Welcome Back Bash

**c) Secretary:**

- i. shall record all business conducted at board and general meetings and submit such records to the President
- ii. shall prepare the minutes of the board meeting in writing to be emailed to all board members
- iii. responsible for scheduling and maintaining master calendar
- iv. responsible for publishing of the quarterly SCHEF newsletter
- v. responsible for maintaining and updating the SCHEF website

**d) Treasurer:**

- i. shall be responsible for maintaining financial records of the organization
- ii. responsible for payment of bills of the organization such as, but not limited to the following
  - a. IRS Annual Reporting Renewal
  - b. IRS 990-N
  - c. Secretary of State Registration
  - d. Insurance
  - e. Website
  - f. Post Office Box
  - g. Storage Unit
  - h. Love Offering for the Co-Op Facility
- iii. responsible for making deposits
- iv. responsible for procurement of necessary materials and equipment
- v. responsible for providing regular financial reports
- vi. responsible for the reconciliation for each SCHEF sponsored event
- vii. responsible for preparing the annual budget
- viii. shall be a SCHEF checking account debit card holder
- ix. authorized signer on the SCHEF checking account
- x. oversees the following coordinators
  - xi. Community Coffee Labels
  - xii. Box Tops for Education

**e) Academics**

Is responsible for coordinating the SCHEF Co-op including, but not limited to the following:

- i. interview and approve Co-op teachers
- ii. update course descriptions to distribute to co-op members prior to the start of the school year



- iii. create the co-op annual calendar (upon completion, send it to the secretary to be added to the annual calendar and uploaded to the website)
- iv. create the Co-op course schedule
- v. maintain a directory of Co-op members
- vi. works with the treasurer to collect and document co-op fees
- vii. coordinate end of the year standardized testing
- viii. maintaining the Co-op email list
- ix. Oversees the following coordinators
  - a. Field Trips
  - b. Physical Education
  - c. Field Day
  - d. ROV Club
  - e. Yearbook
  - f. Co-op Christmas Party
  - g. Graduation

### **Section 3: Term of Office**

Board Members will assume their duties on June 1<sup>st</sup>, each year. Board Members shall serve a term of two (2) years. Recurring terms may be served as desired, however the member must be nominated again for recurring terms.

### **Section 4: 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.

- a) 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.
- b) Any board member may be removed by majority vote of the board, 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.

## **Section 2: Determination of Annual Dues**

Dues will be based on the operating expenses such as the cost of, but not limited to the Liability Insurance, the Website, the Post Office Box and the Storage Unit. A new member family joining SCHEF in May through January is to pay 100% of the annual dues; February through June 50%.

## **Section 3: Fiscal Year**

The membership and fiscal year shall be from July 1st to June 30th. New members and members renewing may obtain membership for the upcoming fiscal year as early as May.

## **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 3/5 majority vote of the board. Bylaw amendments must be voted on at a board meeting with no less than 5 board positions represented.

### **Section 2: Emergency Changes**

- a) 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.
- b) Should a situation arise that warrants special consideration of a proposed amendment, the issue will be presented to the Board of Directors for consideration. A special board meeting will be considered addressing the new amendment. A 3/5 vote of the Board of Directors is required.

## **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 Christian, not for profit organization, as designated by the Board of SCHEF, seeking to achieve purposes similar to those of the Christian Home Educators Fellowship.