

# **Christian Home Educators Fellowship Of Greater New Orleans CHEF OF GNO**

## **Constitution & By Laws**

### **ARTICLE I - NAME**

The name of this organization shall be Christian Home Educators Fellowship of Greater New Orleans, hereafter, referred to as CHEF of GNO, a not for profit organization. This organization was formerly called Citizens for Home Education, and this name may still be used to the extent that it is in the interests of the organization to do so.

### **ARTICLE II - DEFINITION**

CHEF of GNO 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, regardless of their philosophy of education or religious affiliation.

CHEF of GNO 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**

CHEF of GNO 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 doing whatever is necessary in a Christ-like manner to protect the future freedoms of home education in the State of Louisiana and in our nation.
4. By promoting the advantages of home education over alternative forms of education outside the home, although we do realize that for extenuating circumstances home education may not always be an option or the best alternative at that time.
5. 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.
6. 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.
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. However, information presented on any aspect of home education by a member or invited speaker, are deemed the views of that person, and not necessarily the views of CHEF of GNO individual members.
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**

WE BELIEVE: The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life. That there is one God, eternally-existent in three persons: Father, Son, and Holy Spirit. 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. 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. 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. That the ministry of the Holy Spirit is to convict mankind: indwell, guide, instruct, and empower the believer for godly living service. In the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences which may exist, outside of the aforementioned, SHOULD NOT HINDER THE UNITY OF CHRISTIAN HOME EDUCATORS.

## **ARTICLE V - STATEMENT ON FAMILY AND EDUCATION**

### **Section I: 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, Ephesians 6:1, and Colossians 3:20. The family also provides protection from overextensive government and over-stimulating social involvements. We understand "family" to mean an unmodified male and unmodified female parent, legally married, with one or more children (Genesis 1:26-28), although we recognize the variations of a single parent, adopted, foster, and step children (James 1:27). We reject any marriage that is not in association with biblical marriage because it is contrary to Scripture and the intentions of God in creation (Romans 1:18-32). We reject transitory, cohabiting

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 1:8-12; Colossians 3:21; and Ephesians 6:4).

## **Section II: Education**

We believe that the ultimate responsibility for the education of children belongs to parents.” (Deut. 4:9, 6:1-5). Thus, we believe this is an inalienable right given by God, which the State cannot create, destroy, or alter. Parents may allow another to teach 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 2:11-18; 3:1-2, 6:20-23, 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 or reality. There is no neutral academic discipline. We believe that the religions of Secular Humanism and Christianity are mutually exclusive. (Colossians 1:15-20 and 2:8-15).

## **ARTICLE VI - MEMBERSHIP**

### Section 1: Specifications

Membership is open to all home education parents (legal guardians) who are in agreement with the statement of faith, statement on the family, education , code of conduct, etiquette and all of the guidelines of CHEF OF GNO.

### Section 2: Expectations

It is expected that all families will support CHEF of GNO 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. **Each member family should coordinate or assist with one activity or field trip annually in order to bolster community morale and**

develop a diverse calendar of events that will enhance the home education experience for all members. Members shall not share, invite, or bring along anyone who does not hold current CHEF OF GNO membership to any events or activities that are coordinated exclusively for CHEF of GNO members unless a guest form has been completed. This includes grandparents, aunts, uncles, and other family who have not completed the “Additional Adult Form” and paid the fee. Violation of this could result in termination of membership. (Revised July 2023)

### Section 3: Applying for Membership

The parents or legal guardians of a family which plan to educate at home shall sign agreeing on the statement of faith, statement on family, education, code of conduct, etiquette and all of the guidelines of CHEF OF GNO.. This form shall be submitted online or by mail on an annual basis at the beginning of each school year by August 31st, reaffirming their commitment to Section 1 of this article. At this time, membership rolls records will be updated and a membership directory will be made available.

Applications for membership and a signed Statement of Faith and a signed Statement of Family and Education shall be submitted to the Board of Directors on an annual basis. These signed statements shall reaffirm their commitment to Section 1 (one) of this article.

### Section 4: Revocation 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 of Family and Education, or any other violation of membership, bylaws or guidelines, 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 a majority vote at either a regular meeting or a special meeting of the organization. Membership may be terminated at any time by a majority vote of the board.

## **ARTICLE VII - GOVERNMENT**

### **Section 1: General Powers**

The affairs of CHEF of GNO shall be under the policy direction and implementation of a Board of Directors. The Board shall include 4 officers: a President, Vice-President, Secretary, and Treasurer.

### **Section 2: Quorum**

A majority Two-thirds (2/3) of the total Board of Directors shall constitute a quorum. A quorum shall be present to approve binding decisions or policy changes affecting 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 meeting 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 the 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 two-thirds (2/3) of the Board.

### **Section 5: Compensation and Proceeds**

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, phone call, etc. Any fundraising money, passes, certificates, donations or anything of that nature shall be

immediately turned over to the president or vice president for proper allocation so it will not impact our non profit status.

### **Section 6.1: Meeting of the Board of Directors**

The Board of Directors shall meet at least quarterly (4 times) during the year. The last of which will be held in May, designated the Annual Meeting. The topics of these quarterly meetings could resemble this: first quarter, July through September activity planning for new school year, second quarter, October through December review membership and make plans to assist new families, third quarter January through March firm up remaining activities, review budget appoint nominating committee. Fourth quarter, April to June elections, adoption of budget, and transition. Section 6.2: Two months before the annual meeting a nominating committee consisting of three or four board members appointed by the president at the third quarterly meeting (February or March) shall meet to form a slate of proposed officers for election.

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

The Board of Directors shall schedule regular monthly or bi-monthly activities throughout the year to further the CHEF of GNO stated purpose (Article III). The Board may also schedule organization wide meetings to further this same purpose. There will, however, be at least one (1) annual organizational wide CHEF of GNO meeting which 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. Members not able to attend any CHEF of GNO meeting for reasons beyond their control, may vote by absentee ballot. If at any time an absentee ballot is needed, the president should be Contacted.

### **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 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 Meeting. However, in the event of an emergency, the President may, in his sole discretion, call a Special Meeting upon notice to the Board of Directors by telephone, within twenty four hours prior to such meeting.

## **ARTICLE VIII - BOARD MEMBERS**

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

The officers board members shall be elected confirmed by the member families at the Annual Meeting. Each member family shall have one (1) vote. There shall be 4 Board Members consisting of the President, Vice-President, Secretary, and Treasurer.

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

All Board Members:

- 2.1 Shall sign a statement that they agree with all parts of the Statement of Faith; Statement on Family and Education, Statement of Purpose, By-laws of this Organization, code of conduct and code of etiquette.
- 2.2 Shall submit a brief, written personal testimony of their salvation experience.
- 2.3 Shall be an active member of a Christ centered, Bible believing church.
- 2.4 Shall have at least one (1) year of home education experience by the time their term of office begins.
- 2.5 Shall be a husband and wife serving together as one and sharing the duties of the board position. This officers participate as a team as in the family to fulfill duties of office. The basic unit of the organization is the family over which the man is to provide the leadership according to the Scripture. CHEF is an extension of the home and should reflect the home. Single parents are eligible to be nominated as a potential board member, however they have the right to refuse the position if they so choose.



2.6 Shall hold a minimum of 2 years CHEF of GNO membership in order to be nominated for a position.

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

#### **3.1 President:**

Responsible for the overall functioning of the organization; presides over all meetings of the Board of Directors and CHEF Meetings; shall be an ex-officio member of all committees; coordinates the dates of activities and functions sponsored by the organization; oversees the work done by any individuals or organizations whose services are contracted by this organization. represents CHEF of GNO to all outside entities in the community. Assist in monitoring social media FB group. Shall attend and support CHEF of GNO activities and events. Each person exiting office is responsible for handing down responsibility guide for next person coming into office.

#### **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. Creates and over-see activity list ( may seek help/ advice from president) for the beginning of school year, assigns members to committees (activity coordinator and assistants). Remain in contact with coordinators of activities. Assist in monitoring social media FB group. Shall attend and support CHEF of GNO activities and events. Each person exiting office is responsible for handing down responsibility guide for next person coming into office.

#### **3.3 Immediate Past President:**

Shall contribute to stable and consistent leadership of the Board of Directors between terms and shall execute such duties as assigned by the president. Each person exiting office is responsible for handing down responsibility guide for next person coming into office.

#### **3.4 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 to be sent by email to all members of the board, shall be responsible for sending out and forwarding emails to CHEF of GNO as a whole. Shall create new email group list in google account and mail chimp for each year. Shall monitor and oversee CHEF social media accounts (with the help of other board members to aid in overseeing social media). Shall attend and support CHEF of GNO activities and events. Each person exiting office is responsible for handing down responsibility guide for next person coming into office.

### **3.5 Treasurer:**

Shall be responsible for maintaining financial records of this organization, for payment of bills of the organization, for providing regular financial reports, membership payments, and for preparing the annual budget. Shall be responsible for issuing out payments to coordinators who organize events with budgets upon providing receipts to prove costs. Submit 990 N form for maintaining our 501C3 non profit status. Shall attend and support CHEF of GNO activities and events. Shall pay for P.O. box 74596 Metairie, La 70033 before expiration date, expiration is located on the receipt inside the treasurer box. Each person exiting office is responsible for handing down responsibility guide for next person coming into office.

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

Board of Directors' members shall be elected at the CHEF annual meeting. The term of office shall be one year, from June 1 through May 31. During the transition period in which incumbent Board of Directors members are still serving, the new Board of Directors shall work with the incumbents. Each member of the Board of Directors shall be permitted to serve no more than four consecutive terms in any one office. There is no maximum number of terms a member of the board of directors shall be permitted to Serve.

## **Section 5: Vacancy**

A vacancy in any board position 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 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 noncompliance with the statement of faith, statement of family and education, statement of purpose or by-laws of the organization. The 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, approved by the board of directors, and submitted to the members at least 4 weeks prior to the annual meeting and adopted at the annual meeting.

### **Section 2- The Termination of Annual Dues.**

Dues are based on the operating expenses and maintaining membership in a state organization.

### **Section 3- Fiscal Year**

The membership and fiscal year shall be from July 1- June 30. Section 4- Collection of Dues. Dues will be paid by member families directly to the treasurer by Aug 31. The annual dues shall be proposed by the Board of Directors and submitted at the annual organization meeting. The annual report shall be reviewed by the Board of Directors at the annual Board meeting at which time a budget, if needed, will be formed and adopted by the board for the upcoming year.

## **ARTICLE X - AMENDMENTS**

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

#### **ARTICLE XI - Dissolution**

Upon the recommendation of the board of directors of CHEF of GNO and a majority vote of the member groups present at an 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 CHEF of GNO