

CAPITAL AREA CHRISTIAN HOMESCHOOLERS BY-LAWS
as of June 2017

ARTICLE ONE - NAME

The name of this organization shall be the Capital Area Christian Homeschoolers, Incorporated (CACH pronounced "Catch").

ARTICLE TWO - STATEMENT OF PURPOSE

I. To provide Christian (as defined in the CACH Statements of Belief) home educators with a central source of information, Christian fellowship, cooperation and support.

II. To promote the Biblical mandate, as expressed in *Deuteronomy 6:4-10*, *Proverbs 22:6*, *Ephesians 6:4*, and other scripture, that parents are to train their children in the nurture and admonition of our Lord.

III. To further the interests of home education of children by their parents by all lawful means, including but not limited to support of and assistance to members of CACH who are educating their own children at home.

IV. To disseminate legislative and other information affecting the rights of parents to direct the education and upbringing of their children.

V. To provide home educators and the general public with information about the Biblical, academic, and legal aspects of home education and training, and public relation activities with local, state, and federal officials, both elected and appointed.

VI. To promote participation in and sponsorship of conventions and educational seminars for teaching parents.

VII. To organize field trips and extracurricular activities for members of CACH.

VIII. To otherwise promote, assist and encourage the furtherance of home education according to Biblical principles.

ARTICLE THREE - STATEMENTS OF BELIEF

I. Preface: *We affirm the following Biblical truths upon which all Christians agree. They concern: (all references are NKJV)*

A. *The inspiration and completeness of the Bible*

1. "All Scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction for instruction in righteousness. *II Timothy 3:16*

2. "For I testify to everyone who hears the words of the prophecy of this book: If anyone adds to these things, God will add to him the plagues that are written in this book; and if anyone takes away from the words of the book of this prophecy, God shall take away his part from the Book of Life, from the holy city, and from the things which are written in his book." *Revelation 22:18-19.*

B. *The person and the work of Jesus Christ;*

1. *Who* is the Word, God's one and only Son, who existed before all time

a. "In the beginning was the Word, and the Word was with God, and the Word was God. *John 1:1*

2. *Who* was incarnated through the virgin birth;

a. "And the Word became flesh, and dwelt among us, and we beheld His glory, the glory as of the only begotten of the Father, full of grace and truth." *John 1:4*

b. "In this the love of God was manifested toward us, that God has sent His only begotten Son into the world, that we might live through Him.
I John 4:9

3. *Who* lived a perfect life, died, and rose again for the salvation of mankind

a. "Now then, we are ambassadors for Christ, as though God were pleading through us; we implore you on Christ's behalf, be reconciled to God. For he made Him who knew no sin to be sin for us, that we might become the righteousness of God in Him." *II Corinthians 5:20, 21*

b. "For if we when were enemies we were reconciled to God through the death of his Son, much more, having been reconciled, we shall be saved by His life." *Romans 5:10*

C. *His truth, the Gospel, as expressed in the Scriptures*

1. "For God so loved the world that He gave His only begotten Son, that whosoever believes in Him should not perish, but have everlasting life." *John 3:16*

2. "I am the resurrection and the life. He who believes in Me, though he may die, he shall live." *John 11:25*

D. *Our responsibility as Christian parents in the admonition and nurture of our children*

1. "And these words, which I command you today, shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up." *Deuteronomy 6:6, 7*

2. "Train up a child in the way he should go: And when he is old, he will not depart from it." *Proverbs 22:6*

ARTICLE FOUR - MEMBERSHIP

I. It is the intent of CACH to create an atmosphere of harmony and unity among its member families, that we may encourage and support one another in faith and in love. CACH desires to be as inclusive as possible within the Biblical boundaries God has given us as set forth in our *Statement of Purpose, Statements of Belief, and Membership Guidelines.*

A. *Membership Guidelines*

1. CACH believes in the traditional family, as described in Scripture, as one man and one woman joined in Holy Matrimony. CACH agrees with the Biblical admonition of marriage. Membership in CACH is not open to those whose worldview clearly conflict with our firmly-held foundational beliefs. Any exceptions may be considered; e.g., single-parent families or grandparents will be interviewed and accepted on a case-by-case basis.

2. CACH is a volunteer organization. As such, Regular Member family must serve on at least one Committee each school year. The Officers will assign one person from each Regular Member family to one Committee. Those Committees are listed on the Membership Application each year. The Officers will make Committee assignments as closely to the Members' request as possible, on a first come, first-served basis. This Committee requirement must be satisfied to ensure not only a fair and even workload, but also to ensure membership eligibility for the next year. The Officers may waive a Regular Member family's Committee service requirement for special circumstances, decided on a case-by-case basis.

B. Application Process

- 1.** Families seeking membership into CACH must complete the following application process:
 - a.** Read the CACH information on the CACH Website (cachofkentucky.wixsite.com/cach) or in the binder at the Paul Sawyer Public Library for an understanding of CACH, its mission, and its policies;
 - b.** Participate in a verbal interview with the CACH Membership Coordinator;
 - c.** Have a signed membership application approved by the CACH officers.
- 2.** Upon approval by the CACH officers, a new family will be granted a provisional three-month membership. At the end of this period, full membership into CACH will be granted if the CACH officers feel the family and CACH are a good match.
- 3.** Should membership be denied to any family, that family has the right to appeal to the Board of Overseers, who then shall make the final decision regarding membership. Any dues paid for the current year will be refunded if the appeal is denied.

C. Revocation of Membership

- 1.** CACH members are expected to abide by the Code of Conduct as put forth in Article Five. In the event that a family or member thereof, becomes a disruption or stumbling block to the other member families, membership may be terminated and dues forfeited. Such action would take place by a majority vote of the Overseers, having been initiated of their own accord or at the request of the Officers.

D. Membership Types

- 1.** Regular-membership for current homeschooling families –
 - a.** Agrees to CACH Bylaws
 - b.** Voting status
 - c.** Dues required
- 2.** Affiliate-membership for former homeschooling individuals, who were also CACH members, by invitation of CACH Officers only-
 - a.** Agrees to CACH Bylaws
 - b.** Non-voting status
 - c.** No dues required
 - d.** Commits to pray for CACH and its Member families
 - e.** Serves as a mentor to Regular Member Families
 - f.** No additional Committee service requirement
 - g.** May volunteer in other capacities, with Officers' approval

ARTICLE FIVE - CODE OF CONDUCT

I. All of our behaviors toward each other and all people should be guided by Christ's example and instruction. In accordance with this, the following verses are offered as a guide for our conduct:

- A.** "Therefore, all things whatsoever ye would that men should do to you, do ye even so to them: For this is the law and the prophets." (*Matthew 7:12*)

- B. "Let nothing be done through strife or vainglory; but in lowliness of mind let each esteeming others better than themselves." (*Philippians 2:3*)
- C. "Honor all men. Love the brotherhood. Fear God. Honor the King." (*I Peter 2:17*)
- D. "Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven." (Matthew 5:16) Please remember that at all times and in all situations we, as a group and as individuals, represent home educators and our Lord to each other and to the world.

II. Specific guidelines for behavior are suggested for each area of activity within CACH, but there are also certain general guidelines under which we operate.

- A. The responsibility to discipline a child belongs to the parent.
- B. Children are to respect the authority of adults in settings where such authority is delegated by their parents. Such adults may include, but are not limited to: class teachers and escorts, field trip leaders and escorts (CACH members), field trip guides (including guest speakers), party chaperones and YMCA instructors.
- C. Children shall respect the persons, property and feelings of other children.
- D. Parents are to respect the time and rights of each other by being prompt and by following through on commitments.
- E. In the unlikely event that serious behavior problems exist and cannot be resolved, the Board of Overseers has the authority to ask a family to leave CACH.

ARTICLE SIX ~ BOARD OF OVERSEERS

I. There shall be a Board of Overseers, which shall have the authority to oversee the Statement of Purpose, Statements of Belief, Code of Conduct, membership guidelines, discipline and policies of CACH. They shall also be responsible for a review of the financial records annually and as they deem necessary.

II. The members of the Board of Overseers shall be elected at the annual meeting of CACH

III. The number of the Board of Overseers shall be six men. Each member of the Board of Overseers shall be elected for a term of three years, commencing with the beginning of the next fiscal year after election. The fiscal year shall begin June 1 and end May 31. Terms shall be staggered so that the term of two members shall expire each year. The Board of Overseers will select from its members a Chairman and a Vice-chairman each year. The initial Board of Overseers shall elect two members for a term of one year, two members for a term of two years, and two members for a term of three years.

IV. The Board shall meet at least once each year and as needed.

V. Special meetings of the Board may be called by the Chairman acting alone, the Vice Chairman acting alone, or a majority of the directors acting jointly. Notice of place and time of any special meeting of the Board shall be given to each member of the Board at least 48 hours prior to the meeting.

VI. Any vacancies occurring in the Board may be filled by the affirmative vote of a majority of the remaining overseers. A successor so chosen shall serve until the next annual meeting.

VII. Overseers shall:

- A. Be residents of the Commonwealth of Kentucky;
- B. Be a member of CACH;
- C. Sign a statement that they agree with and will uphold all the by-laws of CACH;
- D. Have home educated their children for at least two years.

VIII. A majority of the number of overseers fixed by these by-laws shall constitute a quorum for the transaction of regular business, except the removal of an overseer (See Section IX).

IX. An overseer may be removed from his position by a two-thirds (2/3) vote of the Board of Overseers.

X. Any officer of the Operations Committee (See Article Six Section IX) may be removed by a two-thirds (2/3) vote of the Board of Overseers whenever in its judgment the best interests of the group will be served thereby.

XI. Any member of the Board may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein. No acceptance of a resignation shall be necessary to make it effective.

XII. Overseers shall not receive any compensation for their services. They may, however, be reimbursed for expenses.

XIII. Any action which requires the approval of the Board of Overseers may be taken without a meeting if a written consent setting forth the action taken is signed by all of the overseers.

XIV. Members of the Board of Overseers, or members of any committee, may participate in and hold a meeting using the telephone or similar communications equipment.

XV. For the purposes of Incorporation under Kentucky law, the Board of Overseers shall serve as Directors of CACH. The Board of Overseers shall also select an overseer or member to serve as the registered agent of CACH.

ARTICLE SEVEN ~ OFFICERS

I. There shall be a committee of officers (commonly referred to as "Officers") which shall have the authority to supervise all of the business and affairs of the CACH group.

II. The Officers shall be elected at the annual meeting of CACH.

III. The Officers shall consist of the following five members: a President, a Vice-President, a Secretary, a Treasurer, and a Membership Coordinator. Each member of the Officers shall be elected for a one-year term, commencing with the CACH's annual meeting during which he/she is elected.

IV. The Officers shall meet at least once each month and as needed.

V. Special meetings of the Officers may be called by the President or any two officers of the committee.

VI. The President shall have the authority to appoint a person to fill any vacancy which might occur on the committee. A person so appointed shall serve until the end of the term.

VII. Officers shall:

A. Be residents of the Commonwealth of Kentucky;

B. Be a member of CACH;

C. The President and Vice-President shall have homeschooled their children for at least two years.

VIII. Three members of the committee shall constitute a quorum for the transaction of regular business, as long as either the President or Vice-President is present.

IX. Any Officer may be removed by a two-thirds (2/3) vote of the Board of Overseers whenever in its judgment the best interests of the group will be served.

X. Any Officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein. No acceptance of a resignation shall be necessary to make it effective.

XI. Officers shall not receive any compensation for their services. They may, however, be reimbursed for expenses.

XII. No member may individually take it upon himself to enter into any negotiation or agreement except under the direction and authority of the Officers.

XIII. The Officers shall have the authority to review, approve or deny membership applications to the CACH group. Those persons whose applications are denied may appeal to the Board of Overseers.

XIV. All expenditures made by the CACH group shall be paid by check, which shall be co-signed by two of the following Officers: the President, the Vice-President, or the Treasurer.

XV. The duties of the Officers shall be as follows:

A. *President*

1. The President shall be the principal executive officer of the CACH group and, subject to the control of the Board of Overseers, shall in general supervise and control all of the business and affairs of the group. The President shall, when present, preside at all meetings of the Officers and full membership meetings.

2. The President shall also have the authority to appoint committees, committee chairpersons, and activities coordinators for the regular and special business and activities of the CACH group.

B. *Vice-President*

1. In the absence of the President or in the event of his/her inability to act, the Vice-President shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

2. The Vice-President shall also be responsible for maintaining the record of the volunteer participation of the CACH members.

3. In general, the Vice-President shall perform all other duties incident to the office and such other duties as may be assigned to him/her by the President or by the Board of Overseers.

C. *Secretary*

1. The Secretary shall keep the minutes of the proceedings of the meetings of the Officers and of the full membership, and shall make such minutes available to all members of the CACH group upon request. He/she shall be responsible for the notification of all meetings, regular or special, of the full membership.

2. The Secretary shall be responsible for submitting and maintaining membership and/or affiliation with any groups or associations deemed appropriate by the Officers for the benefit of CACH.

3. In general, the Secretary shall perform all duties incident to the office and such other duties as may be assigned to him/her by the President or the Board of Overseers.

D. *Treasurer*

1. The Treasurer shall submit a monthly report to the Officers and shall prepare an annual report for the general membership as directed by the Officers. The Treasurer shall have charge and custody of, and be responsible for all funds of the CACH group. He/she shall receive and give receipts for monies due and payable to the group for any source whatsoever and deposit such monies in such banking institutions as shall be selected by the Officers.

E. *Membership Coordinator*

1. The Membership Coordinator shall be responsible for the initial review of membership applications to the CACH group. He/she shall bring such applications to the Officers for review and approval.

2. In general, the Membership Coordinator shall perform all the duties incident to the office and such other duties as may be assigned to him/her by the President or the Board of Overseers.

F. The President or the Treasurer shall serve as the “responsible party” for purposes of obtaining and maintaining CACH’s IRS Employer Identification Number. If both the President and the Treasurer decline as the responsible party during their term of office, an overseer/director shall be chosen by the board of overseers to serve as the responsible party. If an overseer serves as the responsible party, that overseer shall receive monthly reports of the financial transactions of CACH, and shall have the right to have any concerns regarding financial transactions explained by the officers.

ARTICLE EIGHT – RECORDS

I. All official records of CACH and of all its officers are property of CACH. All records other than current shall be kept in a secure repository selected by the Officers. Requests for copies of any records may be made to the Officers.

ARTICLE NINE - DUES

I. CACH is a volunteer, not-for-profit organization funded by dues and contributions of the membership. Annual dues shall be determined by the officers.

ARTICLE TEN - ANNUAL MEETING

I. There shall be an annual meeting of the general membership for the purpose of electing the Board of Overseers and the Officers, for the consideration of changes in the by-laws, and for the presentation of annual reports.

ARTICLE ELEVEN – ELECTIONS

I. A nominating committee shall consist of the Board of Overseers and the Officers, who shall nominate one person for every vacancy. A listing of candidates shall be emailed to every parent or guardian prior to the annual meeting. Officer nominations from the general membership may also be made at the annual meeting. Officers shall be selected by majority vote at the annual meeting.

ARTICLE TWELVE – CHANGE IN BY-LAWS

I. Proposed changes to these by-laws must be tendered to the Board of Overseers in writing at least two weeks prior to the annual meeting. Upon approval by a 2/3 majority of the Board of Overseers, the proposed changes will be presented on a ballot which shall be emailed to every parent or guardian prior to the annual meeting. Votes will be tallied at the annual meeting and a 2/3 majority of the votes cast will be required to ratify the changes.