

**The Roman Catholic Homeschool Association of Louisiana, Inc.**  
St. Tammany Parish, Louisiana

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**Article I  
Name**

The organization shall be known as The Roman Catholic Homeschool Association of Louisiana, Inc., (hereafter referred to as "RCHAL"), a 501(c)(3) nonprofit organization as defined by the Internal Revenue Service.

**Article II  
Definition**

The Roman Catholic Homeschool Association of Louisiana, Inc. hereinafter referred to as RCHAL, a 501(c)(3) nonprofit organization of persons and families dedicated to observing and promoting the teachings of the Roman Catholic Church. RCHAL has as its foundation and guiding principle, fidelity to the teachings of the Roman Catholic Church, loyalty to the Holy Father. In keeping with the pronouncements and teachings of the Roman Catholic Church in the *Familiaris Consortio* and with the rights and privileges constitutionally guaranteed to us as citizens of the United States of America, we advance and support home education as the basic design for education. As our principle, we accept the words of the Holy Father, Saint John Paul II, as follows:

*"Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it."*

*"The right and duty of parents to give education is essential, since it is connected with the transmission of human life; it is original and primary with regards to the educational role of others, on account of the uniqueness of the relationship of parents and children; and it is irreplaceable and inalienable, and, therefore, incapable of being entirely delegated to others or usurped by others."*

*Familiaris Consortio*, St. Pope John Paul II, 1981

Therefore, in accord with this doctrine the members of RCHAL freely associate themselves for the benefit of their mutual support and service to meet the challenge of educating their young.

**Article III  
Purpose**

RCHAL is organized exclusively for the purpose of providing service and support to Catholic homeschool families within the State of Louisiana. Its purpose shall include, but shall not be limited to the following:

- Aiding in the establishment, advancement and growth of Roman Catholic homeschool families through prayer and fellowship in Jesus Christ.
- Providing information on the legal and political climate of home education both nationally and locally.
- Protecting, advancing and promoting the freedom of home education.
- Reviewing and disseminating information regarding home educational material both as a resource provider and as an asset to home educators.

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- Planning educational opportunities designed to provide information and training that will help parents and others involved with or interested in home education.
- Implementing programs, activities, or services deemed necessary by this association to further aid in the fulfillment of the guiding principle of RCHAL.

**Article IV**  
**Statement of Faith**

“We believe in God, the Father Almighty, Creator of Heaven and Earth, and in Jesus Christ, His only Son, Our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; on the third day he arose again. He ascended into Heaven and sits at the right hand of God, the Father Almighty. From there, He shall come to judge the living and the dead. We believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body and life everlasting”

Furthermore, we uphold all teachings, councils, dogmas, of the Roman Catholic Church as expressed by the Magisterium. Our loyalty to Christ’s Church includes, but is not limited to, the following:

- We believe in the Real presence of Jesus Christ in the Eucharist.
- We fully accept and embrace the truth of the Church’s teachings on contraception, abortion, and euthanasia.
- We accept the Church’s teachings regarding the sanctity of marriage between one biological man and one biological woman. However, we recognize the exception of a single parent.

**Article V**  
**Membership**

Membership is open to all Families who are actively homeschooling, who support the concept of homeschooling in the Roman Catholic faith and who are in agreement with the Statement of Faith.

The term “Families” as stated above refers to and includes immediate family members within those Families, including one or both parents or legal guardian(s), children who are currently homeschooled, and/or minor children who have not yet reached grade level schooling. Some examples of those who would not be considered for eligibility as Members would be students who do not homeschool, students who attend traditional school, adults who no longer homeschool (i.e., attend college or have graduated high school) who do not otherwise qualify for Membership, and extended family members who do not otherwise qualify for Membership.

Membership eligibility will be reviewed by the Board on a case-by-case basis. Considerations by the Board in regard to the Family dynamics of applicants include, but are not limited to: deployed parent(s), offshore parent(s), divorced parent(s)/stepparent(s), and otherwise absent parent(s). A Family may be allowed to substitute one alternate adult as a Member in place of a parent/guardian who is not present, when said parent/guardian is absent and/or otherwise unavailable. All request(s) for the substitution of an alternate adult must be communicated to the Board by the applicant(s) upon said applicant’s initial review request/application, including a description and

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reason(s) explaining the basis of the absence of a child's biological parent. In the event the Board approves the substitution of an alternate adult as a Member, said alternate adult must remain the same adult throughout the academic year immediately following the Board's approval. Any Member(s) seeking the substitution of an alternate adult must submit a request to the Board prior to each academic year, as any approval by the Board for the substitution of an alternate adult applies only to the academic year immediately following the Board's approval thereof.

In no event shall the Board discriminate against applicants on the basis of race, color, or national or ethnic origin.

RCHAL alumni are allowed and encouraged to attend certain self-sponsored RCHAL events and activities as volunteers, provided, however, that volunteer opportunities will only be allowed at certain events as determined and approved by the Board. Further, the Board shall have the discretion to limit the number of volunteers for any approved events.

In addition, extended family members may be permitted to attend certain RCHAL self-sponsored events as determined and approved by the Board, provided, however, that such permission does not amount to an offer of Membership to the extended family member(s) who do(es) not otherwise qualify for Membership eligibility.

Miscellaneous Membership Provisions:

1. It is expected that all Members will support RCHAL with their annual membership dues and will volunteer within the association to accomplish its purpose. There will be no prorated dues for either late applications or resignations.
2. Members and/or applicants are eligible to apply for a waiver of annual membership dues. Applications for requesting a waiver of annual membership dues will be made available on an annual basis. Applications for the waiver of annual membership dues will be considered by the Board, and determinations will be made based upon the discretion of the Board.
3. Members shall be required to sign an annual agreement setting forth their acknowledgment, understanding, and agreement the Statement of Faith, By-Laws and Code of Conduct.
4. A valid membership is required to participate in any RCHAL activity, unless otherwise approved by the Board.
5. Members are expected to underwrite their share of the costs of the activities in which they participate, as annual membership dues do not cover all costs associated with said activities.
6. Members are solely responsible for the Education, Care and Conduct of their own children at each RCHAL function. Further, in the event that extended family members of Members are permitted to attend any RCHAL function(s), Members are also solely responsible for the Education, Care and Conduct of their extended family members.
7. No person shall represent RCHAL in any capacity without prior approval by the Board of Directors.

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8. If and when any member is found to be in non-compliance with the Articles of Incorporation, Statement of Faith, bylaws, and/or Code of Conduct of this organization, as determined by the Board, the Board shall have the right to revoke membership privileges of said member(s) by a majority vote of the Board.
9. Members must vote in person at Membership meetings. Voting may be held via paper ballot or by electronic means as designated by the Board. No proxy voting will be allowed.
10. Members must provide and maintain a valid email address with the [online member profile at [www.rchal.org](http://www.rchal.org)].
11. Members who are current on annual membership dues, or whose annual membership dues have been officially waived by the Board, shall be entitled to one (1) vote at membership meetings. No proxy voting is allowed.
12. The Membership year shall begin on July 1<sup>st</sup> and shall end on June 30<sup>th</sup> of each calendar year.

**Article VI**  
**Government**

1. The governing body of this organization shall be known as its Board of Directors (referred to herein sometimes as the "Board"). It shall have plenary and fiduciary powers to do all things necessary and proper to operate, administer and control this organization. The Board may exercise all such powers of RCHAL and do all such lawful acts and things which are not by law, by the Articles of Incorporation of RCHAL, and/or by these by-laws directed or required to be done by the Members.
2. This board shall consist of five (5) Officers: President, Vice-President, Secretary, Treasurer, and Advisor. Each Officer shall consist of a married and practicing Roman Catholic couple, both of whom must be current Members of RCHAL with at least one (1) completed year of Membership. Further, each Officer must be actively homeschooling and planning to actively homeschool at least one child during their Board tenure. Each Officer is entitled to one (1) board vote (i.e., there are a maximum of five (5) votes that may be cast by the Board).
3. Three-fifths (3/5) of the total Board of Directors shall be necessary to constitute a quorum, and the acts of a majority of the Officers present at a meeting at which a quorum is present shall be the acts of the Board, including, but not limited to, the approval of amendments to the RCHAL Articles of Incorporation, By-Laws, and Code of Conduct. If a quorum is present when the meeting is convened, the Officers present may continue to do business, taking action by vote of a majority of a quorum as fixed above, until adjournment, notwithstanding the withdrawal of enough Officers to leave less than a quorum as fixed above, or the refusal of any director present to vote. Votes ending in a tie will be deemed as having failed.
4. The board of directors, or any committee of the Board, may hold a meeting by means of conference telephone, facsimile, or similar communications equipment provided that all persons participating in the meeting can communicate with each other. Participation in a

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meeting pursuant to this Paragraph shall constitute presence in person at such meeting.

5. Any RCHAL Member may submit, in writing, agenda items to the Secretary for discussion at a Board meeting. The Secretary will forward agenda items to the Board for review. The Board will review agenda items for resolution at the next Board meeting.
6. Any action which may be normally taken at meetings of the Board of Directors may be taken without a meeting if exigent circumstances prevent a meeting and a timely decision must be made.
7. Members of the Board shall not receive any compensation for services on this Board.
8. The Board of Directors shall meet at least quarterly (4 times) during the year, including at least once within thirty (30) days of assuming office.
9. Special meetings of the Board may be called by the President or Secretary, or when called by a majority of the Board with a proposed agenda. Two day's notice shall be given to each Board Member by email, mail, in person, or by telephone.

**Article VII**  
**Board Members**

1. The general membership shall elect annually, prior to June 1<sup>st</sup> of each year, five (5) Officers who shall comprise the Board of Directors: President, Vice-President, Secretary, Treasurer, and Advisor.
2. Each Officer shall consist of a married and practicing Roman Catholic couple, both of whom must be current Members of RCHAL with at least one (1) completed year of Membership. Further, each Officer must be actively homeschooling and planning to actively homeschool at least one child during their Board term.
3. Board Member Qualifications and Responsibilities:
  - To be eligible for the office of PRESIDENT, a Member must have served at least one (1) full term on the Board of Directors prior to the nomination.
  - To be eligible for the office of VICE-PRESIDENT, SECRETARY or TREASURER, a Member is not required to have prior experience on the Board of Directors.
  - To be eligible for the office of ADVISOR, a Member must have served on the RCHAL Board of Directors in the office of President for at least one (1) full term.
  - The PRESIDENT shall preside at all regular meetings of RCHAL. The president, in conjunction with the Board, shall have the authority to prepare the agenda, appoint Members to committees, conduct the normal operations of the association on a daily basis, and act as an advising member on all committees.
  - The VICE-PRESIDENT shall, in the absence of the President, perform all the duties of the President and perform all the duties assigned by the President.
  - The SECRETARY shall maintain a written record of all acts of RCHAL, conduct, receive and dispose of all correspondence as directed, preserve all reports and documents committed to his/her care, and notify Members of the date, time and location of Member meetings.

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- The TREASURER shall be responsible for maintaining financial records that accurately reflect the assets of RCHAL, for maintaining a list of current Members, for payment of bills of RCHAL not exceeding budget authorization, for procurement of necessary equipment and supplies, for providing regular financial reports, and for preparing annual budget and presenting a balance sheet of revenue and expenses at each Board meeting. He/she has a financial duty to adhere to IRS rules and regulations regarding non-profit 501(c)(3) organizations. All necessary IRS forms must be timely filed by the Treasurer.
- The ADVISOR shall mentor less experienced Officers. Advisors shall share their experience and knowledge gained from serving on the Board in prior years.
- Each Officer, as defined herein, represents one-fifth (1/5) of the vote of the Board of Directors.
- One (1) of the two (2) Members constituting the offices of President, Vice-President, Secretary and Treasurer shall have the authority to sign all Checks or demands for money of RCHAL; therefore, there shall be a total of four (4) Members with the authority to sign on behalf of RCHAL for purposes of checks and demands for money. Each Check or demand for money shall require at least two (2) signatures. In the event an online payment service is used in the course of RCHAL business for purposes of making payments, written authority must be obtained by the President and at least one (1) other Officer.

4. Term of Office:

- Each elected Officer shall be elected to serve a single one (1) year term, beginning on June 1st and ending May 31<sup>st</sup>. An office vacancy shall occur when an elected Officer's position becomes vacant at any time prior to May 31<sup>st</sup> following said Officer's election. Section 5 of Article VII shall define and govern vacancies of Officer positions.
- In no event shall any Member be allowed to serve for more than two (2) consecutive years in any single office (the "Single Office Limitation"). Further, subject to the Single Office Limitation stated above, no Member shall be allowed to serve on the Board for more than a total of six (6) consecutive years, provided, however, that if a Member has served for six (6) consecutive years, said Member shall remain eligible for the position of Advisor only, subject to the Single Office Limitation (the "Total Limitation"). Once a Member has met his/her Total Limitation as described herein, said Member shall again become eligible for an Officer position only after a passing of a minimum period of two (2) full years since that Member last served on the Board.

5. Vacancy:

- The Board of Directors, for the unexpired portion of the term, may fill a vacancy in any board position, based upon majority vote of the remaining Officers, due to: death or resignation of a Member constituting an Officer; interdiction or adjudication of incompetence of a Member constituting an Officer; bankruptcy of a Member constituting an Officer; Incapacity of a Member constituting an Officer that prevents said Member from performing his/her duties for a period of two (2) months or longer; disqualification and/or removal of a Member constituting an Officer by the Board.
- Any Member constituting an Officer of the Board of Directors who is unable to fulfill their duties may resign by submitting a written letter of resignation to the President.
- Any Member constituting an Officer may be disqualified and removed from office

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when such a Member is found to be in non-compliance with: the duties and responsibilities of his/her role as an Officer of the Board; the Statement of Faith; the Code of Conduct; the Articles of Incorporation; and/or the by-laws of this organization. If the matter remains unresolved after attempted resolution, the said Officer shall be removed from office by a majority vote of the Board of Directors.

**Article VIII**  
**Membership Meetings**

1. Meetings of Members, including special meetings, shall be called by the President, or by a majority vote of Board of Directors.
2. At least one (1) meeting of the Members shall be held in each calendar year for the election of directors/Officers. This annual meeting shall be held in the month of May, on a specific date to be determined each year based upon the reasonable expectation of Member availability.
3. Notice for a meeting shall contain the date, place, time and purpose of the meeting. It shall be sent via e-mail to all Members entitled to vote at such meeting, and notice shall be posted on the RCHAL website calendar, at least ten (10) days prior to the date of the meeting.
4. The quorum for membership meeting shall consist of the presence of fifteen percent (15%) of the Members who are eligible to vote. Members shall be entitled to one (1) vote, and shall be eligible to vote if they are current on annual membership dues, or if they have been granted a waiver of annual membership dues by the Board.
5. Members must vote in person at Membership meetings. Voting may be held via paper ballot or by electronic means as designated by the Board. No proxy voting will be allowed.
6. The voting Members present at a duly organized meeting shall constitute a quorum, and may continue to do business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum as fixed in Section 4 of Article VIII.
7. If a meeting cannot be organized for lack of a quorum, those Board Officers present may, by majority vote, adjourn the meeting to the time and place which they determine. Notice of the second meeting shall again be attempted pursuant to Section 3 of Article VIII. However, in the case of any meeting called for the election of directors/Officers, those Members who attend the second of such adjourned meetings, although less than a quorum as fixed in Section 4 of Article VIII, shall nevertheless constitute a quorum for the purpose of electing directors/Officers. In the case of a second such meeting called after the lack of a quorum for a purpose other than or in addition to the election of directors/Officers, any number of Members present shall constitute a quorum.

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**Article IX  
Budget and Dues**

1. Prior to May 31<sup>st</sup> of each year, the Board of Directors shall establish a budget for the following fiscal year, subject to review of, and revision by, any then-current Board of Directors.
2. Annual membership dues shall be determined from time to time by a majority vote of the Board, and considerations shall include, but not be necessarily limited to, historic and projected operating expenses, and the relationship of the total budget to membership volume.
3. The fiscal year shall be from July 1 through June 30 of each calendar year.
4. Members who have not been granted a waiver of annual membership dues shall pay annual dues via an online payment service as approved by the Board.
5. Membership shall be evidenced by a receipt for payment(s) of dues, unless a Member is granted a waiver of annual membership dues, in which case written confirmation by the Board of the waiver of annual membership dues shall serve as evidence of membership (so long as other criteria of approval have been met).
6. Subject to the discretion of the Board as provided for herein, Membership dues will be applied and/or allotted towards the following non-exclusive items: RCHAL self-sponsored events; digital media and website maintenance; administrative expenses, including, but not limited to, professional fees for accountant(s) and attorney(s); and, insurance.

**Article X  
Amendments**

These bylaws may be amended and/or repealed by a majority vote of the Board of Directors present at any regular or special meeting convened after notice of the purpose thereof. Any amendments or repeals to the bylaws by the Board shall be subject to the power of the Members to change the action of the Board, by majority vote of Members at a Member meeting convened pursuant to Article VIII.

**Article XI  
Dissolution**

Dissolution of this organization shall be governed by the Articles of Incorporation, and applicable State and Federal laws and regulations, including, but not necessarily limited to, Louisiana Revised Statutes 12:249, et seq., as existing and/or subsequently amended.

In the event of dissolution, RCHAL's assets, if any, shall be dedicated to an exempt purpose, pursuant to the Internal Revenue Code and any other applicable law(s), unless otherwise required by applicable law(s).