

# **Corpus Christi Catholic Home Educators**

## **Bylaws**

Adopted September 7, 2010

### ***Article I***

#### **Mission Statement**

Corpus Christi Catholic Home Educators is an association of lay faithful established to promote homeschooling among Catholic families and to support those families who are engaged in providing their children's primary education at home.

CCCHE has, as its foundation and as the guiding principle of all its functions and activities, fidelity to the magisterium of the Catholic Church, particularly to the Pope, who, as successor to St. Peter, is the universal teacher in matters of faith and morals, and to the diocesan bishop teaching in communion with him.

#### **Statement of Goals**

1. To provide a support group for Catholic homeschooling families including meetings at which ideas, questions, curricula and books can be discussed.
2. To celebrate feast days and other events of the liturgical year through group activities.
3. To foster understanding of the traditions and history of our Holy Mother Church, devotion to the Blessed Mother and the saints, and reverence for the Holy Father through discussions, presentations, and activities.
4. To provide Catholic playmates for our children.
5. To provide relaxed get-togethers for parents to meet socially.
6. To assist parents in their role as primary educators of their children through lectures and presentations.
7. To provide communication through newsletters, e-mail, and meetings.
8. To furnish opportunities for field trips relating to Religion, Art, Music, History, Science, and Literature.

#### **Statement of Philosophy**

1. Our single and most important purpose is to aid individuals and families into a closer and more intimate union with Jesus Christ, the Son of God, who is Lord and Savior to all and to thus spread the Kingdom of God on earth.

2. The Blessed Virgin Mary is, for each Catholic, the most complete model of the new creature formed by the redemptive power of Christ. Therefore, let every Catholic cultivate a true devotion to the Blessed Virgin Mary, the most loving mother of the Church. This consists most especially in the imitation of her virtues; above all, her faith, hope and love, her humility, her obedience, her simplicity, and her collaboration in the redemptive plan of Jesus Christ.
3. CCCHE takes as its definitive and authoritative teaching, the Universal Catechism (published by the magisterium, the supreme teaching authority of the universal Catholic Church), which was specifically signed by Pope John Paul II himself.
4. We are Corpus Christi, the Body of Christ, and as such we strive to celebrate the many and various ways families live their Catholic Faith. By Christ we are called to always "bear with one another" and through our actions build up and encourage our fellow homeschooling families.
5. CCCHE supports and fosters the family as the primary place where vocations to the religious life are nurtured and formed. We encourage our members to be open to God's calling of their children to the various forms of religious life, i.e., priests and religious or consecrated lay people.
6. Homeschooling is a vibrant, positive and challenging educational option. Homeschooling is not to be only a negative reaction against the public or parochial schools, even though homeschooling may be used as a transitional situation while some families are seeking another educational alternative. We recognize that each family makes the best choice of educational methods for its children.
7. CCCHE strongly encourages each family to choose educational methods which reflect the beauty and truth of the Catholic Faith. As Jesus Christ is "the Way, the Truth, and the Life," the Truth of our Catholic Faith is the foundation of knowledge from which all other learning flows.
8. CCCHE strives to answer the Church's call to evangelization by aiding Catholic families to witness to the culture in which we live through an authentic, zealous, and apostolic Catholic lifestyle.

## ***Article II***

### **Eligibility**

Membership is open to those homeschooling or interested in homeschooling. At least one parent must be a practicing Catholic. Before applying for membership, an interested family must be either (1) personally known and referred by a current member or (b) have attended a meeting or other CCCHE event.

## **Application for Membership**

A potential member must complete a membership form which is available from the New Member Contact and return the form, along with a check for dues, to the Treasurer. On the membership form, applicants must provide their family name, the name, grade level, and birth years of children, address, phone number and e-mail address. A roster will be compiled with this information. The roster is for personal and CCCHE use only. To protect member privacy, the membership roster may not be distributed to any organization or person outside CCCHE. Misuse of the membership roster will be grounds for termination from CCCHE.

## **Dues**

Dues are \$15 per year and are due June 30<sup>th</sup>. (At the discretion of the Board, a reduced rate of \$10 may be available for dues paid before June 30<sup>th</sup>.) Membership is from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. If dues are not paid by August 31<sup>st</sup>, the member is considered delinquent and is dropped from the roster and e-mail list. CCCHE dues are nonrefundable.

## ***Article III***

### **Officers**

The officers are the President, Vice President, Secretary, and Treasurer. These officers must be actively homeschooling. The term for each office is from July 1 to June 30 of the following year.

The duties of the officers are as follows:

#### ***President:***

- Provide leadership and direction for Corpus Christi Catholic Home Educators and represent CCCHE to outside groups.
- Plan agendas for and conduct regular CCCHE meetings.
- Plan and conduct board meetings. Provide notice to CCCHE members before board meetings.
- Provide a "President's Corner" message for each CCCHE newsletter.
- Oversee other officers and activities of the group.

- Schedule and conduct a meeting of the nominating committee (see Article V) in April of each year. The nominating committee consists of the current president and all interested previous CCCHE presidents.
- Maintain a box of correspondence and newsletters received that might be of interest to other members, and bring this box to the monthly meetings.

***Vice President:***

- Assist the President in leadership and planning for Corpus Christi Catholic Home Educators. If the President is no longer able to serve, the Vice President will take over the President's duties.
- Conduct a regular meeting or board meeting if the president is unavailable.
- Schedule a location for the regular meetings and board meetings.
- Maintain and distribute event evaluation forms, along with any evaluation forms from previous years that may be helpful. Collect evaluation forms for CCCHE events.
- Keep the Volunteer List and call people on the list when help is needed in a specific area.

***Secretary:***

- Take and distribute minutes at CCCHE and Board meetings.
- Act as the corresponding secretary for Corpus Christi Catholic Home Educators.
- Publish and coordinate distribution of a flyer with general CCCHE information. This flyer should be sent to area churches, the archdiocesan Catholic Schools office, interested bookstores, and CAPE-NM. Maintain a supply to hand out throughout the year.
- Contact outside organizations to change the contact person for CCCHE. Ask that they include the New Member Contact on their website (if a list is maintained). Organizations include:
  - CAPE-NM – President, New Member Contact e-mail
  - Seton – President, New Member Contact e-mail

- Publicize selected events through area publications and other media outlets, including: People of God, Catholic Communicator, PMD Express, radio, and local newspapers.
- Obtain a current roster from the Treasurer in June to add to the binder.

***Treasurer:***

- Collect dues and deposit money in the CCCHE checking account. Maintain records for the checking account.
- Work with the Board to prepare a budget for the year.
- Collect receipts and provide funds for reimbursement for approved CCCHE expenses.
- Report itemized income and expenses and final balance to the newsletter editor for inclusion in each newsletter.
- Maintain a current membership roster and provide the list to the newsletter editor for distribution with the October/November issue and as needed.

*In addition, all officers are committed to:*

- Maintaining, updating, and turning over at the end of the term a binder including all pertinent records, including a current copy of the bylaws. The president is responsible for collecting binders from the other officers at the end of the CCCHE year to turn over to new officers. (There are also binders for the Website Coordinator, the History Fair team, and the Field Trip Coordinator.)
- Attending all regular meetings and board meetings.

**Other Leadership Positions**

The goal for each year is to fill all of these positions. A list will be distributed in the October/November newsletter and as needed. The term for each leadership position is from July 1 to June 30 of the following year.

The duties for each position are as follows:

***Newsletter Editor***

- Publish a bimonthly newsletter starting with the August/September issue and ending with the June/July issue. The goal for publishing each issue is the first of the month (e.g. August 1<sup>st</sup> for the August/September issue).

- Collect information from officers and event coordinators for inclusion in the newsletter. Send out e-mail two weeks in advance of publication to request information.
- Collect information from other Catholic homeschooling groups for inclusion in the newsletter. (Examples: STARCH (St. Thomas Aquinas Roman Catholic Homeschoolers), Seton, nearby regional Catholic homeschooling groups)
- Distribute the roster with the October/November issue of the newsletter and as needed.
- Publish updates to the membership roster in the body of the newsletter.
- E-mail the newsletter to Corpus Christi members.
- Maintain, update, and turn over at the end of the term a binder including all pertinent records and copies of newsletters.

### ***Website Coordinator***

- Maintain and update the website, [www.ccchenm.org](http://www.ccchenm.org).
- Implement a policy (as determined by the Board) for external links to be posted on the website.
- At the beginning of each school year after new CCCHE positions are filled, search the web to identify online references to CCCHE. Update contact information (New Member Contact) with these websites as needed. Maintain a list in the binder of where contact information for CCCHE is available online.
- Maintain the registration of the domain name and ensure payment of the associated yearly fee.
- If the current hosting provider is no longer able to provide free hosting, search for an alternate free or low cost hosting provider. Any arrangement which involves a cost must be approved by the Board.
- Maintain, update, and turn over at the end of the term a binder including all pertinent records.

### ***E-mail Coordinator***

- Maintain a current list of e-mail addresses for CCCHE members and act as a point of contact for distributing CCCHE-related information.

### ***New Member Contact***

- Provide the bylaws to interested families. Upon further interest and request, provide a membership form and invitation to the next meeting or event.

### ***Hospitality Chair***

- Coordinate volunteers to aid members with meals or other necessary help.

### ***Field Trip Coordinator***

- Place call for field trips in each issue of the newsletter. Organizers should contact field trip coordinator before scheduling a field trip.
- Maintain and distribute evaluation forms to all field trip organizers, along with any evaluation forms from previous years that may be helpful. Collect evaluation forms for field trips. In the event that there is no Field Trip Coordinator, the Vice President will distribute and collect these forms.

### ***Chess Club***

- Organize and conduct practices and/or teaching for interested chess players, grades K-12. Organize participation in the Albuquerque Schools Chess League. Team members must be members of CCCHE.

### ***Youth Group***

- CCCHE teen nights are an opportunity to get our youth (ages 12-18) together for prayer and activity. An example would be praying the rosary and then playing games and/or watching a movie. The host of the teen night has the authority to invite youth outside of the CCCHE group as long as the format and purpose are not altered. These may include Catholic youth who attend a traditional school or other non-CCCHE homeschooled youth.

***Event Coordinator*** This applies to the planners for the History Fair, All Saints Day, Easter Monday, May Crowning, and the June Corpus Christi Picnic, as well as any other events planned throughout the year.

- Due to the complexity of History Fair, the general structure of the History Fair shall be presented to and approved by the board. The History Fair Coordinator(s) will receive a binder with pertinent information. After adding information on the current year, it will be passed on to next year's coordinator(s).
- The Vice President will distribute an evaluation form and any relevant information from previous years. Feel free to contact previous organizers for advice.

- Plan the event, including arranging for a location, if necessary. Get approval of details from the president or vice president before submitting a newsletter announcement. If reimbursement for expenditures is desired, the expenditures must be approved ahead of time.
- Write up and send an announcement for the event to the newsletter editor. Out of fairness to the editor, this should be sent at least **one week** before publication date. For example, for an event in October or November, the announcement is due by September 24. The name and phone number of the coordinator should appear in the announcement, in addition to any anticipated fees.
- If the timing is such that that use of the newsletter is not possible, send an e-mail to the E-mail Coordinator to forward to CCCHE.
- Arrange for whatever cleanup may be necessary after the event.
- After the event, write and mail whatever thank you notes may be necessary. If appropriate, a thank you card to be signed by participants may be used.
- Please complete the evaluation form after the event. Return this to the Vice President (for CCCHE event) or field trip coordinator (for field trip) along with any information that you received from her. This will greatly help our planning next year! Names and phone numbers of any contact people would be especially helpful. (Exception - the History Fair Coordinator(s) will keep this information in the binder.)

## ***Article IV***

### **Board**

The Board consists of the four officers listed in Article III and one additional CCCHE member who is elected from the membership at large. Board meetings will be scheduled and conducted by the President (or the Vice President, if the President is not available). The duties of the board are as follows:

- Prepare a budget for the year and present it for approval at the October meeting.
- Make decisions on CCCHE business that is of a time-sensitive nature and that cannot be scheduled for the next CCCHE meeting. If the decision involves money, the Board can authorize the expenditure of up to \$50 for a set purpose. Anything over \$50 needs the approval of the CCCHE membership, which can be obtained by an e-mail vote or by scheduling a special meeting for the entire

membership. Any such special meeting should be announced a week in advance if at all possible.

- Discuss any proposed amendments to the bylaws and schedule a vote (as detailed in Article VIII).
- Define policy for the website. This includes, but is not restricted to, the policy for links to external sites which are included in the website.

The board will not meet on a preset schedule but will meet as needed. Meetings will be announced in advance. A quorum will be three members. Voting members at a board meeting include the four elected officers and the one member elected at large. Other CCCHE members are welcome to attend and may petition to address the board but may not vote.

## ***Article V***

### **Nominations and Elections**

The following positions will be filled by elections: President, Vice President, Secretary, Treasurer. The History Fair Coordinator(s) will be approved by the Board.

In March, the President will call for nominations and volunteers. Members can nominate others (with the nominee's approval) and can also submit a self-nomination. In April, the nominating committee will meet. The nominating committee consists of the President and any former CCCHE presidents. The nominating committee will seek additional candidates for offices, if necessary. The President should make every effort to ensure that all officer positions are filled for the coming year.

The final list of candidates will be announced to the membership at least one week before the May meeting. Officers will be voted in at the May meeting and annual terms will begin July 1. Nominations from the floor will also be taken. Parliamentary procedure will be followed for the May meeting. All positions may serve consecutive terms, but the President is limited to two consecutive terms.

Also at the May meeting, volunteers will sign up for the remaining positions on the CCCHE Leaders' List.

Any officer who cannot complete her term of office should contact the President thirty days prior to vacating the position. The officer and President will seek an acting replacement who can be voted in at the next general meeting.

At the discretion of the Board, the timing and exact procedure may be modified. Any changes will be announced to the membership.

## **Article VI**

### **Meetings**

Meetings are generally held at 7 p.m. on a weeknight of the last week of the following months: January, March, May, July, August, and October, with socials and/or events during the other months. Dates and locations are published in the newsletter. The annual planning meeting will be at the August meeting.

A quorum shall be four members.

## **Article VII**

### **Parliamentary Authority**

For small meetings (as determined by the President), the meetings will follow rules of common courtesy. For larger meetings, the rules contained in *Robert's Rules of Order: Simplified and Applied* shall govern the meeting where they are not in conflict with the bylaws or other rules of CCCHE.

## **Article VIII**

### **Amendments**

Proposed Amendments to the Bylaws shall be made to the Board or to the President. The Board will distribute the proposed amendment to the membership and will schedule a discussion of the proposed amendment. The Board will schedule a vote, which, at its discretion, may be at a meeting or through e-mail. Each family will have one vote.

A two-thirds affirmative vote is required for ratification of any amendment.

## **Article IX**

### **Dissolution**

Previous notice (sent by e-mail *and* mail) of a meeting to discuss dissolution and a two-thirds vote of people present can dissolve CCCHE. Each family will have one vote. Anyone unable to attend the meeting can send her vote to the President to be tabulated with other votes at the meeting. All outstanding bills will be paid. In lieu of returning annual dues, the remaining money will be donated to Project Defending Life.