

By-Laws

KNOWLEDGE, EDUCATION & YOU HOMESCHOOL ASSOCIATION INC.

Mission Statement

1. KNOWLEDGE, EDUCATION & YOU HOMESCHOOL ASSOCIATION INC. also known as KEY Homeschool Association Inc. We seek to promote home education by providing information and vital resources to all area Homeschoolers. We have the right to Homeschool according to Louisiana Law.
2. KEY Homeschool Association Inc. welcomes all families into our Association, who are willing to follow our guidelines.
3. We are a non-denominational, non-profit service association and our actions speak as our faith. We do not discriminate. However, we encourage traditional family morals in front of all members of this association.
4. All families are welcome! We encourage our members to be respectful of each other's differences.

Article I

Directors / Agents

Section 1- Governing Authority

1. Directors / Agents are those who incorporated this association.* Directors / Agents must make decisions collectively, and have the authority (and responsibility to manage and run this Non Profit Association.)
2. Directors / Agents may resign by turning in a written notice to the association. The resignation should contain the full name of the association, the name of the resigning agent and must be signed by the resigning agent.
4. All funds of the association shall be deposited within 1 week of receiving, to the credit of the association in such banks as the Board of Directors may select.
3. Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the KEY HOMESCHOOL ASSOCIATION INC.
5. We have an open door policy where any member(s) of KEY HOMESCHOOL ASSOCIATION INC. can request a private meeting with the directors/agents and or members of the board to discuss the daily business operations of this Association.
6. Directors / Agents must continue to be actively involved in KEY Homeschool Association, INC. throughout the calendar school year. Attendance is expected at the annual promotion and graduation ceremony, the first two meetings of the new school year, all board meetings, and any large fundraiser that KEY Homeschool Association, INC. may be involved in. If a director/agent is unable to fulfill the above requirements, he/she must resign from the director/agent position and submit to the remaining directors/agents, in writing, their request to have his/her name removed from the position.
7. The governing body of the corporation shall be known as Director/Agents, and it shall have plenary powers to do all things necessary and proper to operate and control the Corporation.
8. Directors/Agents may appoint person to replace them as the Directors/Agents with a two-third majority vote of the remaining Directors/Agents. This will insure the integrity of KEY; will continue in the future with the vision of those who began KEY.

9. Directors /Agents can eliminate any or all Board Member Positions of KEY and any activity or function with 2/3 of the vote, if it is not deemed conducive to the interest of KEY.

10. Directors/Agents who cannot attend a mandatory function must send via e-mail or postal prior to functions why they cannot attend.

Articles II

Purpose

KEY is organized exclusively for charitable purposes of providing service and support for home education families including but not limited to the following ways:

1. By aiding in the establishment and growth of home education families in our community.
2. By providing information regarding the political climate of home education families in Louisiana and in our nation.
3. By doing whatever is necessary to protect the future freedoms of home education in our community and the State of Louisiana.

Article III

Duties of the Board Members:

Section 1- Description of the Board Members

1. This board of KEY HOMESCHOOL ASSOCIATION INC. will consist of five positions. President, Vice-President, Treasurer, Secretary, and Membership Coordinator, each board position represents one vote.
2. Board members must only be a KEY member, and not belong to another group, due to a conflict of interest and confidential information of the association.
3. Board Member may consist of a male, female or couple.
4. The board must hold three board meetings a year: July, November, and April. Board of Director, must be notified, of time and date of such meetings.
5. Board Members shall be parents who are educating their children at homes and shall be members in good standing of the corporation.

Section 2- Eligibility

1. Board Members must be a member of KEY HOMESCHOOL ASSOCIATION INC.
2. Board members must only be a KEY member, and not belong to another group, due to a conflict of interest and confidential information of the association.

Section 3- Terms of the Board Members

1. Members can serve more than one year.
2. A term consists of 1 school year, from July 1st –June 30th.
3. Nominations will be accepted throughout the month of March. Through email, postal mail, and KEY HOMESCHOOL ASSOCIATION INC. functions.
4. Nominations will close the 1st of April.
5. The simple majority of the members present at April or May's meeting (depending on that year's meeting schedule) may vote for the persons nominated by secret ballot. A ballot card will be given out to each family present, the ballots will be counted at the end of the meeting, and The New Board will be announced.
6. If for any reason a Board Member cannot complete their term, they must turn in a written resignation to the remaining board and nomination will be open for 1 month, to fill the open position.

7. Board members are expected to attend all meetings. Mandatory meetings: August, September, October, December, For 6 month meeting year, August, September, October, December, February, April. You must make 5 out of the 6 meetings.

For 10 month meeting year, August, September, October, November, December, January, February, March, April, May. You must make 8 of the 10 meetings.

You must call the President if you will be unable to attend the monthly meetings.

8. Any board member may be removed by a two-third (2-3) vote of the board members, whenever in its judgment the best interests of the corporation will be served thereby. Directors may also vote to have any board member removed if he/she is not performing their job in the best interest of the corporation.

Section 4- Board Member Positions

1. President: the President shall be the chief executive officer of the association and shall, subject to the control of the Board of Directors, supervise and control the affairs of the association and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this association, or by these Bylaws, or which the Board of Directors may prescribe from time to time. The President is responsible for keeping all supplies and inventory for KEY Homeschool Association Inc.

2. Vice President: In the absence of the President, or in the event of his or her inability or refusal 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 on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors. (Introduces guest speakers and starts activities at meetings)

3. Treasurer: Have charge and custody of, and be responsible for, all funds and securities of the association, and deposit all such funds in the name of the association in such banks as shall be selected by the Board of Directors. Receive, and give receipt for, monies due and payable to the association from any source whatsoever. The treasurer shall maintain adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

4. Secretary: Minutes of all meetings of directors, committees of the board and, if this association has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof.

5. Membership Coordinator: Keeps records of its members indicating their names and addresses and members joining and the termination date. A copy of the association's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members of the association at all monthly meetings.

Section 5- Committees

1. Webmaster: will keep the website up to date, will post current newsletter and all helpful and important information when needed.

2. The association shall have such other committees as may from time to time be designated by resolution of the Board of Directors. Such other committees may consist of persons who are not also members of the board. These additional committees shall act in an advisory capacity only to the board and shall be clearly titled as 'advisory' committees.
3. Student Council-(When available) represents KEY and must inform The Board of KEY of all actions of the Student Council.

Section 6- Internet Use

1. The use of facebook -Paid members of KEY and alumni will only be allowed to be accepted on any facebook account associated with KEY.
2. The use of egroup-Paid members of KEY and alumni will only be added to KEY Homeschool E-group.
3. The Director/Agents will be closely monitoring internet application associated with KEY. The Directors/Agents may close any internet usage that is being misused.

Article IV VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Director/Agents. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine.

Article V Voting of Issues

1. Motions may be made by anyone present, however, only the board members can vote on issues.
2. A simple majority of the board members present is required for passage of any proposal.
3. The board members will evaluate by-laws and policies annually, which are subject to change as needs in the association warrant. The Directors/ Agents may also make changes to the BY-Laws when needed. The Directors / Agents of KEY must approve all changes.
4. Members will be notified of any amendment changes to the by-laws, via newsletter or emails.

Article VI Membership

1. Membership form and disclaimer forms must be filled out annually at the time of joining; dues will be collected with your membership form.
2. Member's information will not be sold are given out.
3. Membership of any member may be involuntarily terminated by a two-thirds (2/3) vote of the Board Members and Board of Directors whenever in its judgment the best interests of the corporation will be served thereby.
4. Parents are responsible for the care and conduct of their children at all meetings, field trips, and any KEY HOMESCHOOL ASSOCIATION INC. functions.

5. Members are not allowed to bring any kind of illegal substance, weapons, or alcohol to meetings; field trips are any other KEY HOMESCHOOL ASSOCIATION INC. functions. This action will be grounds for immediate removal from the group.
6. KEY HOMESCHOOL ASSOCIATION INC. will not tolerate physical or verbal abuse to any other member or any obscene gestures or foul language at any association function.
7. Members may join or participate in other Homeschool groups.
8. We ask that members do not smoke around the children at any KEY HOMESCHOOL ASSOCIATION INC. function.
9. We ask that you respect others and always be on your best behavior when attending any KEY HOMESCHOOL ASSOCIATION INC. function.
10. Meetings will be held on a 6-month or 10-month schedule except for June and July.
11. Monthly meetings are an educational forum to discuss various topics to include but not limited to: education, field trips, scheduled events and planned activities.
12. Issuing worthless checks is the issuing, in exchange for anything of value, whether the exchange is contemporaneous or not, with intent to defraud, of any check, draft, or order for the payment of money upon any bank or other depository, knowing at the time of the issuing that the offender has not sufficient credit with the bank, or other depository for the payment of such check, draft, or order in full upon its presentation. The member will be charged with any fee that KEY may incur. The second time a check has been returned INSUFFICIENT OR CLOSED ACCOUNTS; all future transaction must be in cash or money order.

Article VII Field Trips

1. Additional fees may be collected for field trips, classes, and other activities KEY HOMESCHOOL ASSOCIATION INC. provides. Some field trip will require payment in advance, which may be non-refundable.
2. "Incorporates" and KEY Homeschool Association Inc. shall not be held liable for any injuries or deaths resulting from any field trip or any function you, your family, or anyone included in your party participate in.

Article VIII

Section 1-Budget

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1. Each of the Board members must provide input for the proposed budget.
2. Any miscellaneous expenditure above \$15.00 must be approved by the board. All board members must be notified on budgetary matters.
3. Fundraiser's will be done throughout the year to raise money for KEY HOMESCHOOL ASSOCIATION INC. to help with operating expenses.

Section 2- Compensation

Members of KEY will be volunteers. No salaries will be paid. On occasion a donation for services may be given with a 2/3 vote of the Director/Agents.

Article IX Amendments

1. These By-laws can be amended with two-thirds majority of the Directors/ Agents.

Article X
Dissolution

1. In case of Dissolution, funds in the treasury of KEY HOMESCHOOL ASSOCIATION INC. at that time will be used to satisfy any outstanding debts, liabilities or obligations and the balance will be given to a non-profit association listed here Harvey Volunteer Fire Department.
2. KEY HOMESCHOOL ASSOCIATION INC. may be dissolved and activities ceased by the majority of the Incorporators, Agent and Directors of KEY HOMESCHOOL ASSOCIATION INC.*
3. This provision of the by-laws is irrevocable and is not subject to amendment except necessary to designate the name of any transferee qualifying under the income tax laws of the state.

Article XI
Non-Liability of the Board Members

1. The board members and Director/Agents of KEY HOMESCHOOL ASSOCIATION INC. shall not be personally Liable for any debts, liabilities, or obligations of this non-profit association
2. Board Members and Director/Agents of KEY HOMESCHOOL ASSOCIATION INC. shall not be held liable for any injuries or deaths resulting from any KEY HOMESCHOOL ASSOCIATION INC. functions or activities you participate in.
3. KEY HOMESCHOOL ASSOCIATION INC. does not carry any insurance on this association and will not be responsible for any injuries or deaths.
4. Disclaimers must be signed at the time of joining KEY HOMESCHOOL ASSOCIATION INC.
5. If, however, a director or officer or other representative of the corporation commits or participates in the commission of a tort, whether or not it is also by or for the corporation, he is liable to the person injured, and it does not matter what liability the corporation has for the tort. In other words, this person is personally liable to the injured person even though he may have been acting in his official capacity on behalf of the corporation when the tort was committed.

Article XII
Adoption and Amendment of By-Laws

With the exception of the Mission Statement and Article II which are irrevocable and not subject to amendment, these by-laws shall be adopted and thereafter amended only by a two-thirds (2/3) vote of the Directors/Agents of KEY Homeschool Association Inc.

KEY HOMESCHOOL ASSOCIATION INC. Non-Profit Corporation HARVEY Active

Previous Names

Business: KEY HOMESCHOOL ASSOCIATION INC.
Charter Number: 36472484N
Registration Date: 6/13/2007

Domicile Address

1020 TEAKWOOD DRIVE
HARVEY, LA 70058

Mailing Address

C/O KELLY LEPINE
1020 TEAKWOOD DRIVE
HARVEY, LA 70058

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 6/13/2007
Last Report Filed: 5/20/2015
Type: Non-Profit Corporation

Registered Agent(s)

Agent: KELLY LEPINE
Address 1: 1020 TEAKWOOD DRIVE
City, State, Zip: HARVEY, LA 70058
Appointment Date: 6/13/2007

Agent: ALLEN MARTIN
Address 1: 233 WILSON STREET
City, State, Zip: BELLE CHASSE, LA 70037
Appointment Date: 5/28/2011

Agent: CHARLENE MARTIN
Address 1: 233 WILSON STREET
City, State, Zip: BELLE CHASSE, LA 70037
Appointment Date: 5/28/2011

Officer(s)

Additional Officers: No

Officer: KELLY LEPINE
Title: Secretary, President
Address 1: 1020 TEAKWOOD DRIVE
City, State, Zip: HARVEY, LA 70058

Officer: CHARLENE MARTIN
Title: Treasurer
Address 1: 233 WILSON ST
City, State, Zip: BELLE CHASSE, LA 70037

Officer: MINDY LEPINE
Title: Vice-President, Officer
Address 1: 2746 BAYOU LOURS CT
City, State, Zip: MARRERO, LA 70072

Amendments on File (3)

Description

Amendment 8/14/2007
Amendment 7/28/2009
Amendment 9/2/2011