

CHSA Bylaws and Guidelines

I. PURPOSE

The purpose of Coppell Home School Association (CHSA) is two-fold:

1. To help our members educate their children at home by offering guidance, fellowship, informational resources, and support from a Christian perspective.
2. To provide activities that enhance the academic, spiritual, social, and physical development of the homeschooled children within our membership.

II. MEMBERSHIP

Members may participate in all CHSA events as long as guidelines for conduct and respect for CBF church property are adhered to. Members will receive online access to all posted information as well as weekly e-newsletters, and ID cards. Members agree to volunteer in some capacity during the membership year – any person from a member family may fulfill this.

III. Qualifications for membership in CHSA:

1. Family must be homeschooling at least one of their children.
2. Family must pay annual membership fee.
3. Family must sign the Statement of Faith and Liability Waiver.
4. Family must agree to abide by CHSA Bylaws and Guidelines.

TEAM LEADERS

All team leaders are accountable to each other and are responsible for establishing annual fees, creating an organizational structure that carries out the purpose of CHSA, and fulfilling their responsibilities (as set out in the CHSA Team Member descriptions) for the duration of the current membership year. Reimbursable expenses must be submitted to the treasurer within 30 days.

Leaders are responsible for finding a suitable replacement and providing training should they be unable to fulfill their duties for the entire membership year. Team leaders should strive to document their duties and procedures to ease future transitions in leadership.

Team leaders agree to handle disputes in a Christ-like manner.

IV. FIELD TRIP GUIDELINES

1. Reservations for a field trip and payment of any fees must be made by the deadline specified in the newsletter.
2. If you submit a check for any funds payable to CHSA and it is denied due to insufficient funds, you are responsible to pay the check fee, as well as any bank charges made against the CHSA account. You will have 10 days to rectify the situation and payment must be made by money order or cash.
3. Parents are responsible for the conduct of their children. Arrange with another parent to supervise your child if you cannot be present. YOU are responsible!
4. The Field Trip Coordinator has the final say in allowing members to invite a non-member family to attend a particular field trip. Children that are guests will not be allowed without their parent(s).
5. Parents are responsible to prepare their children for the field trip. Children should understand the importance of making a good impression; therefore, when attending field trips, please dress your children appropriately. Remember we may be the only contact some people ever have with homeschoolers. Let's leave a good impression.
6. Make sure children use the restroom before the field trip starts.
7. If you are unable to attend, please cancel your reservation with the coordinator.
8. Arrive at the field trip location early to show respect for and not delay members who have arrived on time.
9. If you are running late, it is your responsibility to contact the coordinator of the field

trip and let that person know your situation. The coordinator, at his or her discretion, may have the group wait a short time for your arrival. However, due to the nature of some trips there may not be flexibility in start times (such as shows, tours, etc.). Please be aware that if you are running late (even for understandable reasons) the group may have to start/be seated without you.

10. Each field trip is intended for a specific age group. Adherence to these guidelines will make the field trip more beneficial to those attending. Exceptions should be approved by the coordinator in advance.

V. PROPER CONDUCT AND STEWARDSHIP

When attending CHSA events held at Coppell Bible Fellowship (CBF):

1. Be mindful of your child's conduct and show respect for church staff and church property.
2. Clean up after yourself and your family and do not use supplies that belong to CBF. Any accidental spills or damage that you cannot take care of should be reported to a CHSA team leader immediately.

Coppell Bible Fellowship graciously allows CHSA to use their facilities even though there is no affiliation. All members must take care to respect the Church's generosity.