

Kankakee Christian Home Educators By-laws and Policies

Kankakee Christian Home Educators (KCHE) By-laws

- I. The purposes of KCHE:
 - A. To represent the homeschool community in a manner that honors Jesus Christ
 - B. To encourage homeschooling families in their journeys to educate their children
 - C. To provide an atmosphere for exchange of teaching techniques and curriculum
 - D. To provide family, educational, and group activities for our families
- II. KCHE Leadership Board Statement of Faith:
 - A. We believe the Bible to be the infallible Word of God, the supreme and final authority for all faith and life.
 - B. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
 - C. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
 - D. We believe that man was created in the image of God but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone can be saved.
 - E. We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.
 - F. We believe the ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower the believer for godly living and service.
 - G. We believe in the spiritual unity of believers through our common faith in Jesus Christ and that individual doctrinal differences which may exist should not hinder the unity of Christian home educators.
 - H. We believe that marriage is ordained by God, is between one man and one woman as set forth in the Bible and is intended to be a picture of Jesus Christ and the Church.
- III. An overview of KCHE framework:

The leadership board evaluates the framework and policies annually, appealing to the Lord for His direction and wisdom. The general framework may change and policies are added or improved as needs in the group warrant. Members are encouraged to give input as desired at any time.

 - A. Membership requirements:
 1. Open to anyone who is interested in or actively engaged in home education
 2. A non-refundable payment of \$25 annual dues per family that dates from July 1- June 30
 3. Submission of signed release waiver
 4. Information completed on website
 5. Agreement with statement of faith and rules
 - B. Leadership board:
 1. Requirements of leadership:

- a. Has homeschooled at least one year
 - b. Has been an active member of KCHE at least one year
 - c. Has been appointed by the present leadership team
2. Duties:
 - a. Oversees functioning of group
 - b. Each leader has specific group area(s) that they facilitate each year.
 - c. Maintain one director, one treasurer, one secretary, and four other board members
 - d. Have regularly scheduled meetings including quarterly meetings with co-op committee
 3. Years of service:
 - a. Every leadership board member is elected for two consecutive years.
 - b. Resignations may be verbal or in writing.
 - c. At the end of a two-year service, board members may request to be voted by other board members to retain position on board. Majority vote passes.
 4. Election of board members:
 - a. When a resignation occurs, board members must each bring at least two names to nominate for board position.
 - b. Individuals, meeting the requirements of leadership, will be voted by board members through a ballot vote.
 - c. The individual with the most votes will then be asked by the director to serve on the board.
 - d. If the individual with the most votes declines, then a new vote will occur.
 - e. Regular elections will be in May. Newly elected members will start service in June.
 - f. If a current KCHE member is interested in being a board member, they may inform any board member verbally or in writing.
 5. Election of director:
 1. When a resignation occurs, board members nominate one board member for the position of director.
 2. The director will be voted by board members through a ballot vote.
 3. The board member with the most votes will be asked by the current director to serve as director of KCHE.
 4. If the individual with the most votes declines, then a new vote will occur.
 5. If a new director cannot be decided among the current board members, then board members must each bring at least two names to nominate for the position.
- C. Committees (Co-op)
1. Requirements of leadership:
 - a. Has homeschooled at least one year
 - b. Has been an active member of KCHE at least one year
 - c. Has been appointed by the present leadership team
 2. Duties:
 - a. Plan, organize, and execute all activities and policies

- b. Any new or changed policy must be approved by the KCHE board.
 - c. Maintain coordinator of committee and two-four other members
 - d. Have regularly scheduled meetings including quarterly meetings with board
 - e. Submit copy of meeting minutes to board
3. Years of service:
 - a. Every committee member is appointed for two consecutive years.
 - b. At the end of a two-year service, committee members may request to be voted by the other committee members to retain position. Majority vote passes.
 4. Election of committee members:
 - a. When a resignation occurs, committee and board members must each bring at least two names to nominate for a committee position.
 - b. Individuals meeting the requirements of leadership will be ranked by committee members through a ballot vote.
 - c. The three individuals with the highest rankings will be voted upon by the KCHE board and co-op committee for a majority approval.
 - d. The individual with the most votes will be asked by the committee coordinator to serve. If that person declines, the second-ranked person will be asked, and then the third.
 - e. If none of the top three people agree to serve, a new ranking will occur, and the process will begin again.
 - f. If a current KCHE member is interested in serving on a committee, they may inform any committee member verbally or in writing.
 5. Election of coordinator of committee:
 - a. When a resignation occurs, the co-op committee members will each submit someone from the committee to the board/committee meeting for a vote.
 - b. Whoever receives a majority vote will be asked to serve.
 - c. If that person declines, the process begins again.
 - d. The committee coordinator cannot also hold the position of board director but may serve another board position.
 - e. If a new coordinator cannot be decided amongst the current committee (not board) members, then committee members must each bring at least two names from outside the committee to nominate for the position.

IV. How the group functions:

A. Finances:

1. A yearly budget will be posted on the website in September.
2. Cost of dues and the coverage is set by the leadership board.
3. In the event of the dissolution of KCHE, all assets will be donated to a nonprofit organization of the board's choosing.

B. Benefits:

1. Participation in KCHE activities
2. Access to KCHE's website and message boards

C. Service opportunities:

1. Members are encouraged to use their skills and talent to aid, encourage, and inspire others.

2. Members may indicate their desired area of service by contacting any board or committee member.
- D. Termination of KCHE membership:
1. Written statement of termination of membership may (not shall) be sent to the director or treasurer personally or by email.
 2. Failure to renew his or her membership with submission of membership fees and annual liability waiver on or before the due date will result in membership termination.
 3. Upon determination of the leadership board that a student and/or parent has engaged in conduct which is deleterious or a direct violation of the by-laws, policies, or standards of conduct, interests, or purposes of the organization, the membership will be terminated and/or denied membership.
- E. Field trips:
1. Field trips are initiated and planned by volunteer field trip organizers.
 2. A field trip coordinator facilitates the planning of these events.
 3. Field trip rules, located on the website and in our policies, are enforced.
 4. The signed liability form serves as a reminder that parents are responsible for the safety of their children.
 5. Our goal is to make field trip planning as easy as possible for the one organizing the trip. If you have a field trip idea, contact the board member who facilitates organization of field trips. She will make sure there is not a conflict with the date of the field trip and will get the information/sign-ups posted on the website. If money is involved, she will make sure that those who have signed up have also paid before the deadline. The only responsibilities the organizer of the field trip will have are to contact the board member, schedule the event at the place, and make arrangements with the treasurer to pick up a check if money is involved. The organizer is NOT to personally accept payments/sign-ups for a trip. Everything will be done via mail or the website.
- F. Family Directory
- No member may give out personal information regarding another KCHE member.
- G. Legal Information:
1. Legal services are not provided by KCHE.
 2. Membership in HSLDA is encouraged with a 15% discount to KCHE members.
 3. The board shall not be held personally liable for debts, liabilities, and lawsuit judgements and for any or all other obligations of the organization. The board members shall be indemnified by KCHE to the fullest extent permissible under the laws of the state and all legal action against the board or any individual board member be paid for by KCHE unless there is strong and compelling evidence the individual acted in negligence or serious violation of duty.

Policies of Kankakee Christian Home Educators (KCHE)

- A. Guidelines for rules of conduct for KCHE activities, including field trips:

Specific guidelines for signing up for a field trip are listed under the field trip guidelines on the website.

To eliminate problems that may arise concerning the conduct of children during group activities, outings, field trips, co-op and events, KCHE has established a set of rules for conduct and suggestions on how to enforce them.

KCHE has four assumptions based on the make-up of this homeschool group:

1. Since we are all professing Christians, we assume that all of us, as parents, want our children to be taught to conduct themselves in a manner befitting Christ. As parents, we also want to conduct ourselves in the same manner.
2. We assume that the parents in this group want to work together to help our children learn to conduct themselves properly in group situations.
3. We assume that the children in this group are normal children who will occasionally “test” the authority of the adults around them and will try to “get away with” something that they should not. This does not necessarily reflect poor parenting skills on the part of the parents.
4. We assume that the adults are in authority over children, and the adults in this group, when working in unison with each other, can lovingly help each other to see what our children are doing. In other words, we believe that we can and should “police” our own group.

Using the above assumptions, the following rules of conduct for field trips and events within our group have been established. The term “adults” means both the parents in the group and any other adult in leadership as a tour guide or teacher.

1. Children are expected to be polite and respectful of both the adults and other children.
2. Children are expected to mind the adults the first time they are asked to do or not to do something.
3. There will be no violations against another person, either physically (pushing, hitting, etc.) or verbally (name-calling, rudeness, etc.)
4. The group will stay together; no child is to separate himself/herself from the group without his/her parent’s supervision. This is a safety measure as much as a conduct matter.
5. In general, please do not touch what is not yours, and keep noise to a minimum.
6. Parents and children are all expected to follow the rules outlined at each field trip or event by the establishment we are visiting.
7. Parents are expected to respect and follow deadline requests by the organizer of each event. Please do not ask to be included once the deadline has passed.

To enforce the above behavior rules, we have established the following steps any parent can take in order to stop unacceptable behavior:

First, bring the child to his/her parent and explain or have the child explain the infraction.

Second, if the conduct is persistent or especially embarrassing to the group (gives us a bad name, is reported by the adults at the establishment, or makes people wonder if they want to be associated with this group), the conduct can be reported to the KCHE representative in charge. This representative will contact the parents about the complaint at which time the child will be encouraged to write a letter of

apology to anyone who may have been directly involved. If possible, these letters should be delivered in person by the child.

Third, if any child has more than one offense that brings a complaint or is defiant after being corrected about the offense, that child will not be allowed to go on the next field trip or event.

Fourth, any child who has three occurrences of misbehavior will be brought to the attention of the KCHE leadership board and will not be allowed to go on the next two field trips or attend the next two events. After that time the child will be welcome as long as he/she shows a change in attitude and conduct. If there has been no change, he/she will be unwelcomed for another two field trips/events.

Attendance at a field trip or event signifies the acceptance of these rules and agreements by a family to abide by them. Parents are encouraged to review these rules with your child(ren) prior to a field trip or event.

B. Co-op:

Please see the KCHE Co-op Handbook.

C. Facility Understanding:

There is an understanding about the facility or facilities at which the students and families of KCHE meet for activities. This understanding includes that all children will be supervised at all times. There is to be no loitering in building or parking lot or surrounding property. Any damage done to property, that of KCHE or a facility we meet at, will be repaired or replaced by those deemed directly responsible for the damage.