## BY-LAWS OF THE

**ARLINGTON ASSOCIATION OF HOME EDUCATORS**

**ARTICLE I NAME AND PURPOSE**

Section A. This organization shall be known as the Arlington Association of Home Educators. (Hereafter referred to as A.A.H.E.)

Section B. A.A.H.E. is a home school support group that shall be Christ centered, doing all things in a manner which honors Biblical principles, bringing glory and honor to His name. A.A.H.E. understands and accepts that all members of A.A.H.E. may not share these convictions. The group will, however, always extend our hand in love and support, in a group capacity, to all families who have chosen to educate their children at home.

Section C. The purpose of A.A.H.E. shall be to provide the opportunity for fellowship and exchange among home schooling families and those interested in home education through:

1. Providing moral support.
2. Exchanging resource and curriculum ideas.
3. Forming field trips and group activities.
4. Establishing a network for communicating political and legal information consistent with its nonprofit status.

# ARTICLE II MEMBERSHIP AND MEETINGS

Section A. **Definition of membership:**

1. Full Member - Family must be actively home schooling at least one (1) child. Each member family will receive a copy of the by- laws, newsletters, and be added to the A.A.H.E. Member Facebook Group, and be allowed to participate in A.A.H.E. sponsored activities.
2. Associate member - Family does not need to be actively home schooling. They retain all rights and responsibilities of a full member except for voting during business meetings.

Section B. **Requirements of membership:**

1. Members will agree to abide by these by-laws and any behavior guidelines adopted by the Board / organization.
2. Members are expected not to engage in behavior that might bring disrepute upon the group or could jeopardize the welfare of our children. Such behavior will be subject to disciplinary action at the discretion of the Board.
3. Dues shall be paid as a condition of membership for the family and shall be effective for the fiscal year from June 1st through May 31st. Any changes to the dues amount shall be proposed by the Board members at the spring business meeting and must be approved by a two-thirds (2/3) majority of the members present.
4. Members that join on March 1 or later of the school year, and do not participate in the spring sports program, will pay ½ the normal membership fee.
5. Members are expected to provide responsible supervision and reliable transportation for their own child(ren) to and from all A.A.H.E. activities, events, sports practices, and games.

Section C. A minimum of two (2) general meetings shall be held each year. These meetings shall consist of a business meeting and such other activities as deemed appropriate by the board.

# ARTICLE III EXECUTIVE BOARD

Section A. Anyone who wishes to serve on the Executive Board must be actively home schooling their children and must be willing to agree with and sign the Statement of Faith attached in Appendix A. Couples are welcomed and encouraged to share a position. If an officer subsequently ceases to home school, they must resign their position. It is their responsibility to contact the President as soon as their decision is made.

Section B. The Executive Board shall consist of all elected officers. The term of office for each board position shall be two years, beginning on June 1st of the elected year and ending on May 31st of the second year. Vacancies on the board shall be filled by a two-thirds (2/3) vote

of the remaining members of the Board. Any vacancy caused by the resignation or impeachment of any officer of the Executive Board during the year shall be filled by a two-thirds (2/3) vote of the remaining members of the Board.

* 1. The office of President, Membership, Grade Level Coordinators, Information Coordinator, Vice-President, Treasurer, Sports shall expire on May 31st the second year of their term.

Section C. Members are encouraged to volunteer for board positions. Section D. An election shall then be held at the April Meeting.

Section E. A minimum of 3 regularly scheduled Board Meetings shall be held annually. The President may call a special session at any other time.

Any officer may call for a meeting of the Executive Board upon agreement of a majority of the Executive Board. Children over the age of two shall not be allowed to be in the room while the Executive Board is conducting business. Children are expected to be well- behaved and disturbance to the meeting should be minimal. Decisions of the Board shall be by a simple majority vote. In the event a husband and wife share responsibility for a single position, they shall be considered as a single officer and shall be counted as a single vote.

Section F. Officers shall faithfully perform the duties of their position. The conduct of officers should exemplify excellence and be above reproach. The Executive Board shall have the authority to remove any person from office for negligence in the performance of their duties or for engaging in behavior that is unbecoming of an officer or is deemed contrary to the best interests of A.A.H.E. Impeachment of an officer shall be authorized by a 2/3-majority vote of the Executive Board present at any duly called meeting of the Executive Board. In addition, the Executive Board shall have the authority to reprimand any officer and impose appropriate sanctions as necessary.

**ARTICLE IV**

# DUTIES OF OFFICERS

Section A. **Each officer shall:**

1. Give a preliminary budget to the Treasurer by October 1st.
2. Prepare and deliver a notebook providing helpful information to the incoming President by May 31st of your expired term.
3. Check A.A.H.E. email 3 to 4 times per week.
4. Attend all board meetings.

Section B. **The President shall:**

1. Perform the responsibilities outlined in Article IV, Section A.
2. See that all officers and chairmen fulfill their respective duties.
3. Preside over all meetings of the Board and call Special Sessions of the Board as necessary.
4. Preside over all regular membership Business meetings, Monthly Group Meetings and any other A.A.H.E. function which may be attended by non-members.
5. Secure suitable speakers for the general meetings and obtain an appreciation gift for the speakers.
6. Be familiar with these by-laws and see that they are enforced or amended if necessary.
7. Call all meetings.
8. Represent A.A.H.E. at network and/or other appropriate meetings.
9. Oversee the volunteer recognition event. With the approval of the board, volunteers will be invited to the recognition event.

Section C. **The Information Coordinator shall:**

1. Perform the responsibilities outlined in Article IV, Section A.
2. Keep A.A.H.E. members informed of home school and family related political issues by use of Facebook page, website page, and/or email loop.
3. Provide a connection of communication between A.A.H.E. and home school political support groups, i.e., THSC and HSLDA.
4. Maintain and update website, email re-routings and email group lists. (Keep board members and contact information up to date.)
5. Regularly update and maintain important electronic documents related to A.A.H.E. The availability and distribution of electronic documents related to A.A.H.E. shall be as determined by the Executive Board.
6. Delete canceled events that are not deleted by the organizer of the event.
7. Help post events for age group (Elementary, Junior High and High School) coordinators. Also, remind the age group coordinators to create Facebook events.
8. Approve business directory submissions.
9. Create or help create graphics for various events to keep members up to date on current activities as well as help cross-post in other groups to promote A.A.H.E. and its activities.
10. Work with Treasurer about annual payment to web host.

Section E. **The Treasurer shall:**

1. Perform the responsibilities outlined in Article IV, Section A.
2. Deposit the funds of the Association with the bank designated by the Board and disburse same under the direction of the Board.
3. Deposit checks received within two weeks of receiving them.
4. Make financial reports at each monthly meeting and newsletter.
5. Present to the Board a proposed budget to be voted on for the year by November 1st.
6. Keep accurate records of all incoming and outgoing money.
7. Provide accounting services as necessary to maintain recognition as a 501(c)(3) corporation with tax-exempt status.
8. If approved by a majority vote of the Executive Board, work in cooperation with a paid professional to provide accounting services as necessary to maintain recognition as a 501(c)(3) corporation with tax-exempt status.
9. Be familiar with the allowances and restrictions related to political activities of 501(c)(3) corporations with tax-exempt status. Discourage any political activity as a function of A.A.H.E. that would be contrary to maintaining recognition as a 501(c)(3) corporation with tax-exempt status.

Section F. **Vice-President shall:**

1. Perform the responsibilities outlined in Article IV, Section A.
2. Fulfill the duties of the President in the case of the resignation of the President until such vacancy is filled by the Executive Board as proscribed in this document.
3. Assist the President as directed.
4. Represent A.A.H.E. at network and/or other appropriate meetings.
5. Be a contact point for all members of the organization.
6. Take the minutes of all Board meetings and regular membership meetings and keep them stored electronically. Transfer the files to the incoming Vice President via a thumb drive.
7. Direct those with curriculum questions to appropriate resources.

Section G. **The Membership Coordinator shall:**

1. Perform the responsibilities outlined in Article IV, Section A.
2. Handle all communication and inquiries regarding withdrawing children from conventional schools and recommended steps to take to start home schooling. Provide the requirements on bona fide home schooling and how to become a member of A.A.H.E.
3. E-mail, or deliver within a week, prospective member packets with the following information: A.A.H.E. application, prospective member’s letter, By-laws, Activity and Behavior Guidelines.
4. Deliver, in a timely manner, new member packets including: member’s letter, and a membership ID card.
5. Forward collected dues to the Treasurer within one week of obtaining them.
6. Provide the Communication Coordinator with the current email addresses of each member that chooses to be included on the Announce and/or Group email loops.
7. Provide a current list of members for other Board members and committee chairmen on a regular basis to aid in planning parties and activities.
8. Only the Membership Coordinator can approve Facebook Group membership requests.

Section H. **The Sports Coordinator shall:**

1. Perform the responsibilities outlined in Article IV, Section A.
2. Be responsible for the planning and operation of the fall and spring sports activities.
3. Be chairman of the Sports Committee, which shall include but not be limited to a fall sports chairman, a spring sports chairman, a referee/umpire supervisor, and an equipment manager.
4. Be responsible for assisting the sports committee in securing volunteers for all needed sports activity positions.
5. Hold a planning meeting for the sports activity in August and any future meetings as needed.
6. Be responsible, with the approval of the board, for setting fees for participation in sports activities.
7. Be responsible for maintaining an accurate inventory of sports equipment and a listing of the location of such equipment.

## Section I. The Grade Level Coordinators (Elementary/Jr. High/ Sr. High) shall:

1. Perform the responsibilities outlined in Article IV, Section A.
2. Be responsible for planning and coordinating all grade level activities which are independent of the activities provided for the

A.A.H.E. membership at large. “Grade Level” is defined as Elementary, Jr. High or Sr. High by September 1st of the applicable year.

1. Encourage family, and especially parental, participation in youth activities as appropriate.
2. Work directly with the President to ensure that all activities are age appropriate and are a positive reflection of home schooling.
3. Prepare for the newsletter a list of activities planned for the appropriate months including all the information needed by the members to participate.
4. Keep the Board informed of expenditures relating to activities and direct the persons coordinating any activities to stay within the allotted budget for each activity.

# ARTICLE V MISCELLANEOUS

Section A. An amendment to these by-laws may be made by a two-thirds (2/3) majority vote of the membership present at a general meeting. The meeting at which amendments to the by-laws will be voted on must have seven days notice given to the membership. The substance of the amendment(s) will be e-mailed to the general membership at least seven days prior to the meeting at which the vote would be taken.

Section B. In order to respect the privacy of members of A.A.H.E., no one shall give out membership or individual names to people outside

A.A.H.E. without express consent of those particular individuals. Members are not to use the directory as a source for conducting or soliciting business of any kind even if home school related.

Section C. An amount shall be allotted by the Board in the annual budget for volunteer appreciation event.

Section D. No activity, publication, or seminar shall be given official endorsement by A.A.H.E. or use its name unless approved by a simple majority vote of the Board.

Section E. A general budget shall be determined by the Board and presented to the membership. All expenses must remain within budget unless prior approval is given by a Board vote.

Section F. All changes to these by-laws shall become effective immediately upon approval by membership according to the by-laws.

Section G. Meetings shall be conducted according to Robert’s Rules of Order unless such formality is waived by decision of the officer presiding over the meeting. However, the requirement to operate according to Robert’s Rules of Order may be invoked at any time by simple majority vote of the officers present at the meeting.

Section H. Provide at least one service activity for the youth group during the year.

# Appendix A

Statement of Faith for the Executive Board of the Arlington Association of Home Educators

I believe that “all scripture is given by inspiration of God” and is the verbally inspired and only infallible, authoritative, inerrant Word of God. I believe that the whole Bible in the originals is therefore without error. I believe that all the Scriptures center about the Lord Jesus Christ in His person and work in His first and second coming, and hence that no portion, even of the Old Testament, is properly read or understood until it leads to Him.(Mark 12:26, 36; Luke 24:27, 44; John 5:39;Romans 15:4; I Corinthians 2:13; 10:11;2 Timothy 3:16; 2 Peter 1:21)

I believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis1:1; John 10:30; John 10:37-38)

I affirm that I have a personal faith in Jesus Christ as Savior and by affirmation of such faith do agree that Jesus is God. I believe that Jesus Christ lived in eternity before creation with God the Father and God the Holy Spirit, was virgin born, lived a sinless life, performed miracles, died as a voluntary substitute for sinful man, that He was bodily raised from the dead, that He ascended to the right hand of the Father, and that He will bodily return to the Earth in power and glory. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Col. 1:14;

John 11:25; Acts 1:11; Revelation 19:11-16)

I believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. I believe that God imputes righteousness to the believer upon acceptance by faith of His Son as Savior and gives the believer eternal life. I believe that by faith in Jesus Christ and faith alone can any person receive remission from sins and regeneration to eternal life. (Romans 3:19,23; John 3:16-19; John 5:24; Ephesians 2:8-9; Titus 3:5-6)

I believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 5:18; Ephesians 4:30; 1 Corinthians 3:16; 1 Corinthians 6:19-20)

I believe in a literal heaven and a literal hell each of which is populated by souls which have passed from the earth.

I believe in the spiritual unity of believers in our Lord Jesus Christ. I believe that by the same Spirit all believers in this age are baptized into, and thus become, one body that is Christ’s, whether Jews or Gentiles, and having become members one of another, are under solemn duty to keep the unity of the Spirit in the bond of peace, rising above all sectarian differences, and loving one another with a pure heart fervently. (Matt 16:16-18; Acts 2:42-47; Romans 8:9; 12:5; 1 Corinthians 12:12-27; Galatians 3:26-28; Ephesians 1:20-23; 4:3-10; Colossians 3:14-15)

I believe in the original creation of man by the direct act of God in the image and after the likeness of God, and that he fell through sin, and as a consequence of his sin lost his spiritual life, and that he became subject to the power of the devil. (Genesis 1:26-28; Genesis 5:1-2)

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