

Constitution

The Northwest Arkansas Christian Home Educators Association shall also be known as NWACHEA.

The purpose of this organization is:

1. To encourage and stimulate parents to create an environment in which learning is a lifestyle. (Proverbs 27:17)
2. To provide group activities for families who wish to educate their children at home. We desire that participating in NWACHEA sponsored events will facilitate parents who want their children to honor God by striving for high standards of character, achievement, and education.
3. To be an advocate of home education and a voice in Northwest Arkansas. NWACHEA looks for opportunities to promote the value of parents responsibly educating their own children as a viable alternative to state or private education.
4. To help establish and encourage Christian home school support groups in Northwest Arkansas.
5. This is a Christian organization subscribing to Articles of Faith which are appended hereto as Appendix A to the Constitution and By-Laws of the Northwest Arkansas Christian Home Educators Association.

All of NWACHEA shall be governed by an Administrative Committee. (See Appendix B for current list of committee members). The Administrative Committee shall consist of members from each branch of NWACHEA, who will volunteer on a yearly basis to assist with leadership duties and decisions. There shall be no fewer than 2 representatives from each branch on the Administrative Committee, one of whom must be a Branch Steering Committee member. The leadership of each branch will select members to represent their group on the Administrative Committee.

The Constitution and By-Laws of Northwest Arkansas Christian Home Educators Association may only be amended by action of the Administrative Committee.

The Administrative Committee has the authority to amend the Constitution and By-Laws when the need arises. The committee members shall work together to agree on a draft of the changes, after which the amended Constitution and By-Laws will be made available to the members of NWACHEA. The members will have an opportunity to read the changes and give feed-back to the committee for 30 days. After considering the comments of the members, the Administrative Committee will make adjustments as necessary, and vote to pass or reject the Constitutional changes at the next committee meeting.

Local NWACHEA branch groups shall be governed by Branch Steering Committees, the specific functioning of which shall be more specifically set out herein or in By-Laws which may be adopted from time to time by the Administrative Committee. In order for a new branch to form, there must be at least two current NWACHEA members in good standing, who volunteer to serve as Branch Steering Committee members. The initial Branch Steering Committee members for a new branch group will be approved by the Administrative Committee. Those members may select up to three additional members to serve with them in their cities, making a minimum of two and a maximum of five individuals that serve as Branch Steering Committee members in each branch of NWACHEA. Each individual branch shall determine the manner in which its own Branch Steering Committee members are selected.

Branch Steering Committee members may plan activities such as classes, field trips, parties, etc. for home school families in their area that are in harmony with NWACHEA's Foundation (consisting of the Constitution, By-Laws, Philosophy and Purpose Statements, and Articles of Faith).

NWACHEA is a voluntary association that reserves the right to exclude from membership or remove from membership, by action of the Administrative Committee, anyone or any group whose actions or activities are in conflict with the Constitution or Articles of Faith of NWACHEA.

No activities or functions shall be initiated in the name of or on behalf of NWACHEA except by express consent of the Administrative Committee or local Branch Steering Committees.

The Administrative Committee shall fix an annual membership fee as a requirement for membership prior to each school year. This fee is non-refundable, and not pro-rated.

By-Laws

Section 1. Qualification for Administrative or Branch Steering Committee members

Persons nominated to serve in these key leadership positions must:

- A. Be a current member of NWACHEA, who is actively home schooling and has participated as a member for at least one year prior to their nomination.
- B. Accept and subscribe to the Articles of Faith in writing.
- C. Have a servant's heart and a willingness to work as a team member (not a dictator).
- D. Strive to reveal the love of Christ and the Fruit of the Spirit in all interactions with others.

Section 2. Branch Groups of NWACHEA

- A. An authorized branch of NWACHEA will be named NWACHEA of _____ (the city where most of their meetings are held).
- B. A new branch may be started when a new location has been obtained, and when there are at least two qualified Branch Steering Committee members who are willing to lead it. These leaders must accept the conditions set forth in these By-Laws.
- C. Individual branches may not alter the NWACHEA Constitution, By-Laws, Philosophy and Purpose Statements, or Articles of Faith in any way.
- D. Each NWACHEA branch must have its own Branch Steering Committee that plans, promotes, and conducts the activities for their area.
- E. Each NWACHEA branch must have a treasurer who collects and disperses the funds, and who prepares a financial report each semester. Said report will be submitted to its own Branch Steering Committee and the Administrative Committee. This report will be available to NWACHEA members upon request. In addition to the treasurer, there will be at least one other Branch Steering Committee member who is authorized to sign checks.
- F. Each branch of NWACHEA must have an in-house "auditor" who is NOT a signer of the checks. The monthly bank statement will be reviewed by both the auditor and the treasurer. If

the auditor notices any questionable expenses, the treasurer is responsible for providing an explanation. Any charges that cannot be adequately explained shall be reported immediately to the Branch Steering Committee and the Administrative Committee. This policy safeguards the funds and every person with access to the bank account. After both the auditor and the treasurer have approved all charges on the statements, the treasurer will reconcile the checkbook and prepare the semester financial reports for review.

G. Branch Steering Committee members for each branch group will collect the official NWACHEA membership forms for their area, and the dues. They prepare the information for the directory in an electronic format that can be modified as necessary. One directory will serve all of NWACHEA, but it will have separate sections with an alphabetical listing for each branch of NWACHEA. The General Fund monies and the directory information should be sent to the Administrative Committee by September 30 for the fall semester, and by February 15 for the spring semester.

H. Membership dues for all branches will be the same. Each year, a portion of the membership dues from each branch will be passed on to the Administrative Committee. This money represents the General Fund, and will be used to pay for operational expenses approved by the Administrative Committee. Each branch's portion will be calculated after the Administrative Committee's annual budget has been finalized.

I. The balance of membership dues represents the Operating Fund of each branch. These funds will be placed in a NWACHEA of _____ bank account and used to provide for expenses approved by each group's Branch Steering Committee.

J. We encourage every branch group to make a yearly donation to the facility they use, to express appreciation for permission to use that facility. This could be a gift of time such as having a workday to help with landscaping, a gift of equipment, or a monetary gift.

K. Any branch that is found to have leaders who are not working in harmony with the Administrative Committee or NWACHEA's Foundation (Constitution, By-Laws, Purpose, Philosophy, and Articles of Faith) may be denied permission to use the name NWACHEA or participate in the NWACHEA activities. Said group may be dismissed and all privileges of membership revoked.

Section 3. Administrative Committee

A. The Administrative Committee may plan, promote, and conduct activities in which members of all branches (as well as non-members, when appropriate) may participate. These may include, but are not limited to, events such as spelling and geography bees, science fair, used book sale, and all other activities approved by the Administrative Committee.

B. The Administrative Committee will be responsible for obtaining an insurance policy that provides necessary coverage for the leaders and members of all local branches.

C. The Administrative Committee will oversee the production and electronic distribution of a group directory, will maintain a website to which all local branches may post announcements, and will oversee administration of the 'HOMESCHOOLS' Yahoo group, which is hosted by NWACHEA but open to all home educators in the region.

D. The Administrative Committee will appoint a treasurer who collects and disperses General Fund monies, and who prepares a financial report each semester. Said report will be submitted to the entire Administrative Committee, and will be available to NWACHEA

members upon request. In addition to the treasurer, there will be at least one other Administrative Committee member who is authorized to sign checks.

E. The Administrative Committee must have an in-house "auditor" who is NOT a signer of the checks. The monthly bank statement will be reviewed by both the auditor and the treasurer. If the auditor notices any questionable expenses, the treasurer is responsible for providing an explanation. Any charges that cannot be adequately explained shall be reported immediately to the full Administrative Committee. This policy safeguards the funds and every person with access to the bank account. After both the auditor and the treasurer have approved all charges on the statements, the treasurer will reconcile the checkbook and prepare the semester financial reports for review.

Section 4. Co-op Classes

A. All classes that are conducted by NWACHEA members must have a teacher and at least one assistant. All volunteer teachers and assistants, including substitutes, must sign the Articles of Faith.

B. Class Fees are to cover expenses only. NWACHEA works to keep costs at a minimum. ALL parents are expected to volunteer in some way and may not charge for their time.

C. Teachers should respect the time restraints of their class. If extra time is needed, it must be scheduled at a time that does not conflict with other NWACHEA classes.

D. Special speakers, or guest teachers who have no children in NWACHEA who are coming at the request of the Branch Steering Committee, may be compensated appropriately for their time. This cost shall be calculated as part of the Class Fee.

E. If a teacher of a NWACHEA class must be absent, classes should not be cancelled. The teacher should provide the materials for the class assistant(s) to teach. If an assistant is not available to serve as the substitute, the teacher is responsible for contacting other parents to lead an activity or serve as the substitute teacher. If the teacher has contacted several other parents and has been unable to find a substitute, (s)he may inform the Branch Steering Committee members so they may make other arrangements for the class. At no time should children be left unattended to roam through the buildings that have been made available to us.

F. Each branch of NWACHEA may adopt guidelines and policies for the classes they hold. These may be tailored to reflect the individual needs and preferences of the group. If the guidelines conflict with any of the rules stated in Section 4, A – E, the branch must obtain approval from the Administrative Committee before making such changes.

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Appendix A Articles of Faith

- We believe the Bible to be inspired, the only infallible, authoritative Word of God. (II Timothy 3:16-17; II Peter 1:20-21)
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. (I John 5:7; II Timothy 3:16; John 3:16; Romans 10:9; Matthew 28:19; II

Corinthians 13:14)

- We believe in the deity of Christ, in His virgin birth (Matthew 1:8), in His sinless life (Hebrews 4:15), in His miracles (John 2:11; Acts 2:22), in His vicarious and atoning death through His shed blood (Hebrews 9:15), in His bodily resurrection (John 20:1-9; 24-31; Acts 2:24), in His ascension to the right hand of the Father (Acts 1:11; Hebrews 9:28; Matthew 24:30), and in His personal return in power and glory (I Thessalonians 4:15-17).
- We believe that for the salvation of lost and sinful men regeneration by the Holy Spirit is absolutely essential (Romans 3:23; 5:12, John 3:16; Titus 3:5-7).
- We believe that salvation is of grace by faith and not of works (Ephesians 2:9).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:1-17).
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (Rev. 20:15)
- We believe in the spiritual unity of believers in the Lord Jesus Christ (John 11).

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Appendix B **2012 – 2013 Administrative Committee Members**

***** SUBJECT TO CHANGE *****

Zoie Fair (Rogers)
Lori Kranz (Rogers)
Marni Hendrix (Prairie Grove)
Carla Cox (Prairie Grove)
Sheri Hampton (Fayetteville)
Amy Calhoun (Fayetteville)
Beth Gildner (Fayetteville)