

**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 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 communication of political and legal information and action 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 directory, be placed on the phone tree, and be allowed to participate in A.A.H.E. sponsored activities.
 2. Associate member - Family does not need to be actively home schooling. All rights and responsibilities of a full member except for voting during business meetings and receipt of the directory.
- 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.
- 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, Family Activities Coordinator, Communications and Newsletter shall expire on May 31st of odd-numbered years.
 2. The office of Vice-President, Treasurer, Sports and Educational Activities Coordinator shall expire on May 31st of even-numbered years.
- Section C. A straw ballot shall be sent out in March, prior to the meeting of the Nominating Committee. This ballot shall give the general membership the opportunity to nominate others, with the nominee's consent, or to volunteer themselves for available elected positions. This straw ballot shall be used as a helpful guide for the Nominating Committee but shall not be binding on determining its proposed slate of officers. Members are encouraged to volunteer for board positions.
- Section D. The Nominating Committee shall consist of three (3) members selected by the President but not including the President. It shall meet in March or April in order to formulate a single slate of officers, which shall be mailed out to the general membership. If anyone wishes to add a nomination to this slate, they shall submit their nomination to the President prior to the Spring Meeting, having gained that person's consent to be nominated and the names of three other individuals who support the nomination. A run-off election shall then be held at the Spring Meeting. Members of the Nominating Committee may not seek an elected office.
- Section E. A minimum of 8 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 AAHE. 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 AAHE 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 including, but not limited to, the Fall and Spring Business meetings and Monthly Group Meetings. The President shall be responsible for conducting New Member Receptions, Open House, Christmas Musical Performance, Recognition Night, the Creative Arts Festival, and any other A.A.H.E. function which may be attended by non-members. With the exceptions of the Fall and Spring Business Meetings, the President may direct another Board Member to conduct any meeting if necessary.
5. Have the Nominating Committee established no later than March 10.
6. Secure suitable speakers for the general meetings and obtain an appreciation gift for the speakers.
7. Be familiar with these by-laws and see that they are enforced or amended if necessary.
8. Call all meetings.
9. Represent A.A.H.E. at network and/or other appropriate meetings.

Section C. The Newsletter Editor shall:

1. Perform the responsibilities outlined in Article IV, Section A.
2. Serve as the Editor of the A.A.H.E. Newsletter: maintain a current mailing list with the help of the Membership Coordinator; communicate the printing deadlines to the Board so that all members have the opportunity to submit items; include appropriate information in the Newsletter according to the guidelines set by the Board; prepare the Newsletter, have it copied at reasonable prices, and mail it according to the schedule set annually by the Board.
3. Oversee the printing and final editing of the youth newsletter. The youth newsletter will have a youth editor appointed by the board. The Youth Newsletter Editor will chair a committee of children ages 12 & up that will plan the newsletter. They will follow the guidelines for the newsletter as set by the Executive Board.

Section D. The Educational Activities Coordinator shall:

1. Perform the responsibilities outlined in Article IV, Section A.
2. Select an appropriate number of members to serve as sub-chairmen on the committees under the authority of this office. The committees may include but not be limited to educational activities, science fair, spelling bee, field day, reading programs, small groups, Monthly Group Meetings and workshops. The chairmen and all the committee members planning these A.A.H.E. activities are under the supervision of the Educational Activities Coordinator.
3. Keep the general membership informed of special activities or programs available in the local area.

4. Prepare for the newsletter a list of activities planned for the appropriate months including all the information needed by the members to participate.
5. Collect short articles summing up activities in which the group participated in the month prior and submit them to the Newsletter Editor.
6. Inform people planning activities of their allotted budget and collect receipts with explanations to give to the Treasurer.
7. 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.
8. Have people organizing an activity fill out the evaluation form provided to aid the next person in charge of that activity and keep them filed in a designated notebook.

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 regular meeting.
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 AAHE 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 filed in a designated notebook.
7. Oversee the Lending Library.
8. 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 AAHE.

3. Mail out, email, or deliver promptly, within a week, prospective member packets with the following information: AAHE application prospective member's letter, by-laws, Activity and Behavior Guidelines, and an AAHE brochure.
4. Mail out or deliver, in a timely manner, new and returning member packets including: member's letter, and a membership ID card.
5. Forward collected dues to the Treasurer within two weeks of obtaining them.
6. Provide the Newsletter Editor with mailing labels of the current membership prior to the mailing of each issue of the newsletter.
7. 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.
8. Provide a current list of members for other Board members and committee chairmen on a regular basis to aid in planning parties and activities.
9. Prepare, publish and distribute the directory no later than October 31.

Section H. The Communication 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 the email loop and phone tree, and occasional newsletter updates.
3. Provide a connection of communication between AAHE and home school political support groups, ie., THSC and HSLDA.
4. Update the email loops with current membership emails at least twice monthly.
5. Maintain and operate phone-tree when deemed necessary by the President or by the Vice-President when the President is not available.
6. Maintain and update website, email re-routings and email blasts lists.
7. Maintain and update voice mails and message re-routings.
8. Regularly update and maintain important electronic documents related to AAHE. The availability and distribution of electronic documents related to AAHE shall be as determined by the Executive Board.

Section I. The Sports Commissioner 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 fall sports activity in July and a planning meeting for the spring sports activity in November.
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 J. The Family Activities Coordinator shall:

1. Perform the responsibilities outlined in Article IV, Section A.
2. Be responsible for planning and coordinating all youth activities which are independent of the activities provided for the A.A.H.E. membership at large. "Youth" is defined as any child who has attained the age of twelve (12) by September 1st of the applicable year and is categorized as at least a 7th grader by the parent.

3. Be responsible for ensuring that any child participating in youth activities has, along with the parent(s), signed a youth behavior guidelines form.
4. Provide at least one service activity for the youth group during the year.
5. Encourage family, and especially parental, participation in youth activities as appropriate.
6. Work directly with the President to ensure that all activities are age appropriate and are a positive reflection of home schooling.
7. Select an appropriate number of members to serve as sub-chairmen on the committees under the authority of this office. The committees may include but not be limited to family parties, field trips, park days, campouts, youth events, and Monthly Group Meeting youth activities. The chairmen and all the committee members planning these A.A.H.E. activities are under the supervision of the Family Activities Coordinator.
8. Oversee the leadership recognition program and its events. With the approval of the board, appoint from three to five parents to approve applications. Give direction to this Parent Team as needed. The Parent Team is under the supervision of the Family Activities Coordinator.
9. Prepare for the newsletter a list of activities planned for the appropriate months including all the information needed by the members to participate.
10. Collect short articles summing up activities in which the group participated in the month prior and submit them to the Newsletter Editor.
11. Inform people planning activities of their allotted budget and collect receipts with explanations to give to the Treasurer.
12. 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.
13. Have people organizing an activity fill out the evaluation form provided to aid the next person in charge of that activity and keep them filed in a designated notebook.

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 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. Phone Tree Guidelines: Information shall be communicated to the membership in a reasonably timely and effective manner. An email list serve or other means of communication may be used in place of or in addition to the Phone Tree upon majority vote of the Executive Board. The Phone Tree shall be used for only necessary items:

1. Any state or local legislation that is directly related to home schooling or items relating to the family which needs to be acted on quickly.
2. Any school board, state or national education association meeting, or hearings requiring home schooling action.
3. Other items concerning home schooling will be up to the discretion of the President or, if unavailable, the Vice President.

4. Meetings pertaining to home schooling which are canceled need correction, or additional information.
5. The Phone Tree shall be considered an information/education vehicle only and shall never be used for any profit-making purpose of any kind.

Section D. An amount shall be allotted by the Board in the annual budget for appreciation gifts.

Section E. **Newsletter Guidelines:**

1. The Newsletter shall be limited to information concerning home schooling which may be of interest to A.A.H.E. families.
2. It shall contain any information submitted by the Board membership or other area home school newsletter editors as space permits which will assist in furthering the stated purposes of A.A.H.E.
3. Members are encouraged to submit classified ads for publication as space permits to let other families know about home school products, projects, services, or material which they wish to sell or give away.
4. Home school seminars or services offered by non-profit organizations may be advertised as space permits in the Newsletter or through enclosures.
5. Other business or individuals outside A.A.H.E. wishing to advertise services or products to home schoolers in A.A.H.E. shall be determined by the Newsletter Editor.
6. The newsletter shall be made available by mail and or electronically as determined by the Executive Board.

Section F. 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 G. 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 H. A.A.H.E. encourages the formation of other support groups and may assist others in starting their own Home Education Support Group. A.A.H.E. endorsement must be approved by the Board.

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

Section J. 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.

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. (Genesis 1:1; 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)