

## **STATEMENT OF FAITH**

As members of CHEF, we believe that Jesus Christ, the only begotten son of God, suffered and died on the cross for our sins, rose bodily from the dead, and is Lord of all eternally. We believe that the Bible is the Word of God, the only true guide for thought, word, and deed. We believe that all true believers bear with one another in love, united by the Holy Spirit in one Lord, one faith, one baptism, and one God and Father of all.

The essence of this statement includes four elements:

1. personal faith in Jesus Christ and His work on our behalf
2. personal faith in the Bible as the revealed Word of God
3. personal commitment to love our brothers as ourselves
4. personal commitment to the body of Christ

## **BY-LAWS**

### **Article I**

#### **Name and Membership**

**I.** The name of the organization shall be Christian Home Educators Fellowship of Faulkner County (hereafter referred to as CHEF) a not for profit organization.

**II.** CHEF shall be composed of home schooling families who desire to affiliate. Membership shall be restricted to those families that have signed the CHEF Code of Conduct, and have paid the current year's dues. Dues are waived for the elected Officers and those serving in other CHEF positions as specified by the Board.

**III.** Each member family shall be allowed one vote per adult in CHEF business matters and election of CHEF officials. Hereafter member or members shall refer to all members of the families meeting the requirement of paragraph II.

**IV.** Membership dues shall be determined each year by the Board of Advisors and approved by general membership in a regular business meeting.

**V.** Visitors are welcome at any of the CHEF functions; however, voting privileges shall not be granted. Any visitor who will not conform to the CHEF Code of Conduct may be excluded from the activity by an Officer of CHEF, a member of the Board of Advisors, or their designate.

**VI.** The mailing list of CHEF shall be confidential. No other organization shall be given access to current or past membership rosters or mailing lists without the

approval of the Board of Advisors. Information about individual members shall not be released outside of CHEF.

## **Article II Definition and Purpose**

I. Definition CHEF is a Christian organization serving home schooling families in the Faulkner County area providing particular support to families affiliated with CHEF - of which are like-minded Christian home educating families dedicated to observing the Biblical commands of Deuteronomy 6:4-9, Proverbs 22:6, and Ephesians 6:4. CHEF is not a church, nor is this organization meant to replace the ministry of the local church to the home educating family. CHEF shall not mandate or monitor the specific home school activities of the member families including curriculum, performance, or testing.

### **II. Statement of Purpose**

CHEF is organized for the purpose of serving local home schooling families in and near Faulkner County in, but not limited to, the following ways:

- A.** To provide mutual support and encouragement by home educators for home educators. This support includes sharing of knowledge between home educators by means of formal and informal discussions consisting of teaching, training, seminars, lending library, etc.
- B.** To enable home schooling families to participate in activities that would be more difficult to do on their own, such as field trips, cooperative learning experiences, plays, etc.
- C.** To promote the advantages of home education to the general public through our presence, letters, support, and activities.
- D.** To advance the cause of Jesus Christ by encouraging parents to raise up a godly generation through spiritual and academic training in the home.
- E.** To provide information regarding the political climate of home education in Arkansas and in our nation.

## **Article III Election of Officers and Board Of Advisors**

I. Officers and members of the Board of Advisors shall be nominated and elected by the general membership subject to the qualifications stated in these By-Laws.

**II.** Nominations shall be taken at a regularly scheduled CHEF meeting, a CHEF business meeting or a special called CHEF meeting. Nominations may be taken from the floor or by mail from the general membership. The date that nominations will close for a particular election shall be communicated to the CHEF membership.

**III.** All nominees shall be contacted by the presiding officers or their designate to verify that they meet the qualifications for the office and that they are willing to serve should they be elected.

**IV.** The complete slate of qualified nominees and the date of the election shall be published to all CHEF members after the nominations are closed. Election of officers shall occur no sooner than one week after notification to the membership of the slate of nominees and the date of the election. The general membership shall elect officers and board members by a simple majority vote of those present and any absentee ballots received by the time of the election.

**V.** Members who cannot be present at the election meeting may place their votes by means of an absentee ballot. A member must request an absentee ballot from the secretary. Only those absentee ballots received by the time of the election shall be counted.

**VI.** Election of officers shall occur in the spring for the following year at a regular CHEF business meeting or a special called business meeting. All one-year terms shall run from June 1 through May 31.

**VII.** Special elections may be called by the President or the Board of Advisors to fill vacancies as needed. Special elections shall conform to the procedures of paragraph IV. Temporary appointments of officers may be made by the President or the Board of Advisors to fill vacancies. All temporary appointments must be ratified by a simple majority vote of those present from the general membership at the next business meeting.

**VIII.** Results of all elections shall be communicated to the CHEF membership following the election.

#### **Article IV**

##### **Board of Advisors**

**I.** The Board of Advisors shall consist of the President, Vice President, Treasurer, Secretary and five members elected by the general membership of CHEF. Board members must sign the CHEF Statement of Faith, the CHEF Code of Conduct, and must be a current member in good standing. Board members may be men or women each elected individually. Each generally elected board member must

have been home educating for at least three years. Each Board Member must have been a member of CHEF for the previous two years. There shall be a minimum of three men and a minimum of three women on the Board of Advisors.

**II.** The generally elected board members shall serve a two-year term with staggered terms so that no more than three of the terms will expire each year.

**III.** A Chairman shall be elected from the five generally elected members. The Chairman will officiate at Board meetings. If the chairman is unable or unwilling to attend, a temporary chairman may be elected from those in attendance at a board meeting.

**IV.** A quorum shall consist of at least five board members, one must be an Officer of CHEF, and at least three generally elected members must be present. A quorum must be present at all board meetings except in the case where there are not five currently serving Board of Advisors members. Any board member may call a meeting of the Board of Advisors provided advanced notice is given to all board members.

**V.** The chief duty of the Board of Advisors shall be to safeguard the purpose of CHEF as stated in Article II. Other duties include resolving membership conflicts and CHEF Code of Conduct violations, interpreting the By-Laws, and advising the Officers of CHEF as appropriate. In the event that an Officer or Board member must be removed from office, the Board of Advisors shall coordinate such removal in accordance with Article XI Paragraph IV. The board shall audit the CHEF books at least once a year.

**VI.** The Board may recommend policy and By-Law changes to the Officers or to the membership. No By-Law changes may be made by the Board of Advisors.

**VII.** The Board has the power to make and implement temporary policy as needed for the benefit of the CHEF membership. These temporary policies are to facilitate the continued function of the CHEF organization and shall expire at the end of the school year (generally considered to be May 31st). All temporary policies enacted by the board must be ratified by a simple majority vote of those present from the general membership in the next CHEF business meeting.

**VIII.** The Board of Advisors shall meet at least twice a year, once in the fall and once in the spring, to review the operation of CHEF and make policy recommendations. Additional meetings shall be held as needed. All Board meetings shall be closed to the general membership unless opened by a vote of the Board members. A summary of actions taken by the Board of Advisors shall be provided to the CHEF newsletter for publication and minutes of the board meetings shall be available to the membership upon request of a member of CHEF.

## **Article V Officers**

**I. Qualifications:** Officers shall meet the following qualifications:

- A.** All Officers must sign the CHEF Statement of Faith, the CHEF Code of Conduct, and must be a current member in good standing.
- B.** Each Officer must have been a CHEF member for the past two years.
- C.** Each Officer must have home educated for at least two years.
- D.** The President, Vice President, and Event Coordinator must be the primary home educator within their home.
- E.** The President and Vice President must have served CHEF in a previous leadership position including but not limited to: Officer, member of the Board of Advisors, Event Leader, or other activity coordinator.
- F.** The Event Coordinator must have served CHEF previously as an Event Leader.
- G.** Each Officer's family must be actively supportive of the CHEF activities.
- H.** The Board will decide if a nominated person is eligible as an officer if they do not meet all of the qualifications.

### **II. President**

- A.** The duties of the President shall include but not be limited to: plan, organize, and preside at CHEF support meetings, CHEF business meetings, and special meetings; serve as liaison with state and other home school organizations. The President shall also provide oversight of all communications from CHEF to its membership.
- B.** The term of the President shall be one year.

### **III. Vice-President**

- A.** The duties of the Vice President shall include but not be limited to: perform the duties of the office of President in the Presidents absence, serve as contact to the community for new members and other organizations, perform other duties as directed by the President. The Vice-President's duties also include oversight of communication from CHEF to the new members of CHEF, and contacting the

nominees for Officers or Advisers.

**B.** The term of the Vice President shall be one year.

#### **IV. Secretary**

**A.** The duties of the Secretary shall include but not be limited to: take minutes at all business meetings, maintain the By-Laws and Policy Manual, and perform other duties as directed by the President.

**B.** The term of the Secretary shall be one year. The Secretary and Treasurer offices may be combined as determined by the Board of Advisors.

#### **V. Treasurer**

**A.** The duties of the Treasurer shall include but not be limited to: manages the CHEF bank account, maintains membership list, report on CHEF funds and accounts as specified in Article VIII, and perform other duties as directed by the President.

**B.** The term of the Treasurer shall be one year.

#### **VI. Event-Coordinator**

**A.** The duties of the Event-Coordinator shall include but not be limited to: coordinates and oversees the programs and activities of CHEF, appoints and assists Event Leaders with field trips, and perform other duties as directed by the President.

**B.** The term of the Event-Coordinator shall be one year.

#### **VII. Event-Leader**

Event Leaders are not officers but must be current dues-paid members of CHEF.

**VIII.** Officers of CHEF may enact policy on a temporary basis. All temporary policy must be approved or disapproved by a simple majority of CHEF members at the next business meeting. Any temporary policy not voted on shall expire at the end of the school year.

**IX.** The Officers of CHEF shall prepare and maintain a Policy Manual to document in writing the details of CHEF operations. Each officer shall be responsible to write policies for their area of responsibility. The Secretary of CHEF shall have responsibility for maintaining a complete set of policies in the Policy Manual, which shall be accessible to all CHEF members.

X. Each Officer may delegate their responsibilities to other members; however, the responsibility for oversight for these activities remains with each Officer.

XI. These positions may be combined as needed with approval of the Board.

## **Article VI Events and Activities**

I. All members and visitors shall conform to the CHEF Code of Conduct at all CHEF events and activities. Anyone violating the Code of Conduct may be required to leave the event or activity at the direction of a CHEF Officer or member of the Board of Advisors or their designate.

II. All activities sponsored by CHEF shall be under the oversight of the CHEF Event Coordinator and the Event Leader for that event and must be approved by the Event Coordinator or the president of CHEF.

III. Coordination of events and participation in such events shall be in compliance with the CHEF Policy Manual.

IV. Members of CHEF, as defined in Article I, shall be given preference in attendance and participation in all CHEF sponsored or coordinated events and activities. Visitors may be allowed to attend an event or activity on a space-available basis subject to the policies and guidelines for that event or activity.

## **Article VII Handling of Funds**

I. CHEF shall maintain a checking account with a local bank. The purpose of this account shall be to deposit funds from membership dues and other activities and to disburse funds for the functioning of CHEF events and activities.

II. The Treasurer shall have primary responsibility of maintaining the checking account. The account shall be reconciled each month with the bank-supplied statement.

**III.** The account shall have a minimum of two authorizing signatures, consisting of the President and Treasurer of Christian Home Educators Fellowship Page 7 CHEF. Up to two other Board members or Officers of CHEF may be authorized to sign upon approval of the Board of Advisors.

**IV.** Checks in the amount of two hundred dollars or less may be signed by only one authorizing signature. Checks for more than two hundred dollars must have prior approval by the Board of Advisors and be signed by two authorizing signatures.

**V.** Reimbursement may be made out of the CHEF account for personal funds spent on behalf of CHEF with the prior approval of the President or Treasurer of CHEF. Reimbursement request must be made in writing and accompanied by a dated sales receipt for the goods or services procured. Reimbursements shall be subject to the same rules for signature authority as other disbursements.

**VI.** Donations of CHEF funds to other organizations is specifically prohibited except by the approval of a simple majority of the CHEF membership, or by approval of ! of the members of the Board of Advisors.

**VII.** The financial records of CHEF, including bank statements, canceled checks, files of receipts and disbursements, and any other written documentation, will be maintained by the Treasurer. The Treasurer shall make a written report of fund balances, revenue and expenses of the organization in such detail as is required to illustrate compliance with this Article at each regular business meeting. The records of the organization shall be open for inspection by any member within a reasonable length of time after request is made to the Treasurer. As new personnel assume the responsibilities of Treasurer, the records will be transferred by the past office holder to the new office holder. All financial records will be maintained by the office of Treasurer for the current year and seven (7) years prior. Records older than seven years may be destroyed upon approval by the Board of Advisors.

## **Article VIII. Code of Conduct**

**I.** The CHEF Code of Conduct is the minimum standard of behavior of students, parents, and visitors at all CHEF meetings, activities, and events. Any person not willing to conform to this standard may be expelled from the activity by the Officers of CHEF or by a member of the Board of Advisors or their designate.

**II.** The CHEF Code of Conduct may be amended by a two-thirds (2/3) vote of the general membership of CHEF. Notification of amendments must meet the same requirements as specified in Article XI Paragraph II.

**Article IX.  
Meetings**

I. CHEF support meetings shall be held as needed, by the determination of the Officers and Board. The primary focus of these meetings shall be to inform, instruct, and generally support the member families in their effort to home educate their children. Meetings shall be scheduled in such a manner as to accommodate the largest number of members.

II. Business meetings shall be called twice a year, once in the fall and once in the spring. Election of officers for the next year shall normally be held during the spring meeting.

III. Special meetings may be called by the President or the Board of Advisors or by request of one-fourth (1/4) of the member families. If called by the membership, meetings shall be held within two weeks of the date that the request is made to the President or Board of Advisors.

IV. Robert's Rules of Order in its most recent edition shall be used as a guideline to conduct all CHEF business meetings.

**Article X.  
Referendums, Amendments and Adjudication of Grievances**

I. These By-Laws shall become effective upon approval by two-thirds (2/3) vote of the members present and voting at a business meeting called for that purpose.  
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II. These By-Laws may be amended by a three-fourths (3/4) vote of the members present and voting at a regular or special CHEF business meeting provided written notice of the proposed changes and the meeting is mailed to all members at least one week prior to the meeting.

III. Proposed By-Law changes may be submitted by the Board of Advisors or an officer of CHEF or by petition of one-fourth (1/4) of the member families.

IV. Officers and Board members of CHEF may be dismissed from office by a two-thirds (2/3) vote of the members present and voting at a business meeting or by the unanimous vote of the other members of the Board of Advisors.

V. Any member of CHEF who is aggrieved by any decision or action by the Officers of CHEF may request, in writing, a meeting before the Board of Advisors for a discussion and adjudication of the matter. The meeting shall be convened

within four (4) weeks of the date of the written request. A written decision by the Board regarding the grievance matter will be provided to the aggrieved member within ten (10) days of the meeting. The decision of the Board of Advisors shall be final.

**VI.** Any member of CHEF who is aggrieved by any decision or action by the Board of Advisors may request, in writing, a meeting before the elected Officers for a discussion and adjudication of the matter. The meeting shall be convened within four (4) weeks of the date of the written request. A written decision regarding the grievance matter will be provided to the aggrieved member within ten (10) days of the meeting. The decision of the officers shall be final.

**VII.** The CHEF Policy Manual may be amended by a simple majority vote of the members present at a business meeting. A policy change may be submitted by petition of one fourth (1/4) of the member families.

**VIII.** The CHEF Statement of Faith may be amended by a three-fourths (3/4) majority vote of the members present at a business meeting. A change may be submitted by petition of one fourth of the member families.!