

Policies of Kitchener-Waterloo Christian Home Educators' Association

1 Statement of Purpose

- 1.1 Kitchener-Waterloo Christian Home Educators is a group of parents who meet together regularly to encourage and support one another in our God-given task of educating our children spiritually and academically according to the inspired Word of God defined as the Historical Canon of the Old and New Testaments.
- 1.2 We aim to do this by:
 - 1.2.1 regular support group meetings
 - 1.2.2 sharing of information and resources
 - 1.2.3 education and social group activities

2 Statement of Faith

- 2.1 The Apostles' Creed was adopted in June 1993 to represent our statement of faith.
- 2.2 It reads as follows: I believe in God the Father Almighty, maker of heaven and earth: And in Jesus Christ His only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; He descended into Hades; the third day He rose again from the dead; He ascended into Heaven, and sitteth on the right hand of God, the Father Almighty; from thence He shall come to judge the quick and the dead. I believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting.

3 Organization of group

- 3.1 The general operation of the group will be done by the Steering Committee.
- 3.2 Other positions will be held by members of KWCHEA and will be overseen by and report to the Steering Committee.

4 Membership

- 4.1 Members of KWCHEA are required to pay an annual membership fee, which is set by the Steering Committee.
- 4.2 The membership fee is effective from July 1 to June 30.
- 4.3 KWCHEA does not require that all members personally agree with our Statement of Faith. We do require that all members accept that all our support group activities will be conducted in a manner that is in line with our statement of faith and our policy paper.

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- 4.4 Members and families are expected to abide by the following:
 - 4.4.1 The entirety of the policy paper.
 - 4.4.2 Use their words for encouragement and respect, not gossip or slander
 - 4.4.3 Behave in a responsible manner, always exercising common sense and self-discipline.
 - 4.4.4 At all times, behave appropriately and honourably towards each other.

- 4.5 Registrations received on or before the June meeting will be permitted to borrow library books over the summer. If the registration fee is not received by July 1, the member will not receive newsletters, announcements, or use of any email lists, until the registration is paid.

- 4.6 Benefits of membership could include the following:
 - 4.6.1 Inclusion of the member's information in the members' directory
 - 4.6.2 Access to the membership directory for the member's exclusive use
 - 4.6.3 Use of the group library
 - 4.6.4 Event notifications
 - 4.6.5 Field trips, events and programs run by support group members
 - 4.6.6 Special group events
 - 4.6.7 Membership card (which could assist in obtaining educational discounts at various locations)

- 4.7 Members can give input by speaking directly to any Steering Committee member.

- 4.8 Members of KWCHEA in good standing for more than 5 years, may choose to become an associate member of the group if they are no longer homeschooling, and their children have reached high school level or beyond.
 - 4.8.1 The annual fee for associate membership will be equivalent to the greater of \$10 or 25% of the regular membership fee.
 - 4.8.2 Associate members cannot attend field trips, special events or programs. They cannot take books from the library.

- 5 Steering Committee
 - 5.1 The Steering Committee shall be made up of no less than five members.

 - 5.2 Members of the Steering Committee must meet the following criteria:
 - 5.2.1 Personally subscribe to the statement of purpose and faith above.
 - 5.2.2 Currently be homeschooling or have at one time home schooled for a minimum of one year.
 - 5.2.3 Be a regular participant of the support group meetings or other significant components of KWCHEA for a minimum of one year.
 - 5.2.4 Clearly demonstrate a willingness to serve and have a proven track record of reliability regarding group responsibilities.
 - 5.2.5 Live a lifestyle consistent with Scripture.
 - 5.2.6 Be supportive of KWCHEA in words and actions.

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- 5.3 When there is a vacancy on the Steering Committee, the Steering Committee will be responsible for filling that position. Members of the Steering Committee are selected by the following process:
 - 5.3.1 All members of KWCHEA are welcome to suggest a name, including their own, to any member of the current Steering Committee for consideration.
 - 5.3.2 Individuals whose names are brought forward for consideration will be contacted by the Steering Committee for the following purposes:
 - 5.3.2.1 to insure that they are willing to let their name stand
 - 5.3.2.2 to verify that they meet the criteria outlined in section 5.2.
 - 5.3.2.3 to determine what their area(s) of interest are, and in what areas they would like to serve.
 - 5.3.2.4 This contact may or may not include a formal interview.
 - 5.3.3 The Steering Committee will examine the needs of the committee and determine how and if those individual(s) will best fit those needs. All names brought forward will be considered for inclusion in the following term. New Steering Committee members will be approved by a majority vote of the Steering Committee.
 - 5.3.4 Individuals whose names have been considered will be informed of the Steering Committee's decision in a manner agreed upon by the Steering Committee.

- 5.4 The normal term of office for Steering Committee members is one year.
 - 5.4.1 There is no maximum number of terms a Steering Committee member may serve.
 - 5.4.2 The term will run from July 1 to June 30 of the following year.
 - 5.4.3 Steering Committee members will be selected by the current committee after the May meeting of each year or at any time during the year if the need arises.
 - 5.4.4 The new Steering Committee members should be announced to the group at the June meeting.
 - 5.4.5 The new Steering Committee can meet to begin planning for the next year before July 1st.
 - 5.4.6 If an individual finds it necessary to resign from the Steering Committee before the regular term is completed due to a change in their personal life, they may do so by submitting their resignation in writing to the Secretary of the Steering Committee.

- 5.5 Should members of the support group have concerns about any Steering Committee member with regard to the criteria set out in section 5.2, the following process will be recognized:
 - 5.5.1 Individuals must first approach the Steering Committee member in question privately to express their concerns, following scriptural principles as outlined in Matthew 18:15-17 and Ephesians 4:29-32.
 - 5.5.2 If private expression does not bring resolution, individuals may bring their concern to another Steering Committee member. That member and one

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- other Steering Committee member will meet with the member in question to attempt resolution.
- 5.5.3 Depending on the results of this meeting a probationary period of time will be set, after which a follow up evaluation by the same two Committee members will take place.
 - 5.5.4 If the results are still unsatisfactory, the issue will be brought to the Steering Committee as a whole for discussion and resolution. If necessary, a Steering Committee member may be removed from office by a majority vote of the Steering Committee.
- 5.6 Any change to the policies of KWCHEA must be made by a majority vote of the Steering Committee.
- 5.6.1 The proposed change must be presented as a motion at the meeting where the majority of the Steering Committee is present.
 - 5.6.2 After discussion, the motion must be tabled for a minimum of 7 days before the vote is taken.
 - 5.6.3 Absent Steering Committee members must be notified of the policy change before the vote is taken.
 - 5.6.4 The policy change will be accepted with a 75% majority vote at the next Steering Committee meeting.
- 6 Field Trips, Programs and Events
- 6.1 Only registered members or their children can be involved in field trips, programs, or events.
 - 6.2 Registration and payment must be received by the due date to confirm your registration. You will not be considered registered until payment is received by the organizer.
 - 6.3 Only paid-for children may participate in a field trip, program or event. Younger siblings may not attend field trips unless specified by the organizer of the field trip. You will not be considered registered until payment is made.
 - 6.4 Respect the ages shown for children attending.
 - 6.5 If you have paid for a field trip, program or event, you will not receive a refund after the payment due date. (In most cases, the price is calculated on a group rate divided by the number of children attending, and the organizer is still required to pay the full amount regardless of the number of children attending.)
 - 6.6 Unless otherwise indicated, one parent or designated caregiver must be in attendance with their child and supervising their child at all field trips, programs or events.

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- 6.7 The organizer is not required to wait for late comers.
 - 6.8 The organizer will set the guidelines for the field trip, program, or event.
 - 6.9 The organizer or instructor has the right to ask you or your child to leave if they feel that you or your child are not following the guidelines or are being disruptive.
 - 6.10 Unresolved payment issues will be referred to the Steering Committee and may result in a suspended membership.
- 7 Library
- 7.1 Only members in good standing may borrow resources from the KWCHEA library.
 - 7.2 Members are responsible for the replacement costs of any lost or damaged library resources.
 - 7.3 Unresolved payment issues will be referred to the Steering Committee & may result in a suspended membership.
 - 7.4 Members may not take out more resources until they have returned any that are still out.
 - 7.5 Resources are due at the next scheduled meeting. Resources not returned after three scheduled meetings will be referred to the Steering Committee and may result in a suspended membership.
 - 7.6 Resources added to the library will be made at the Steering Committee's discretion.
- 8 Finances
- 8.1 The position of Treasurer will be held by a member of the Steering Committee.
 - 8.2 Funds will be raised and dispersed by those means the Steering Committee deems reasonable and responsible, based on input from the support group participants.
 - 8.3 Financial reports will be given to the Steering Committee on a regular basis.
- 9 Release of Liability
- 9.1 We are a loosely organized not for profit group of Christian families. The leadership is made up of those who have volunteered their time to organize activities for KWCHEA. Participation in any event is strictly voluntary, with no member being required to attend any meeting or event. Neither KWCHEA, nor its leaders, nor its members are liable for any injuries or damages whether connected with a group event or not.
 - 9.2 At every event, parents or a designated caregiver are responsible for their own

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children. Under no circumstance can KWCHEA, its leaders, or its members assume any liability for the safety of participants at any meeting or event.

- 9.3 It is expected that any member or his child or guest who damages property or who causes injury, either willfully or through neglect, will take personal responsibility for his action. However, KWCHEA,, its leaders, or its members will not be involved in any way in such situations. Any person, whether member or not, who has such a claim will be directed to discuss the offense individually with the party he believes to be responsible. The outcome of such a problem is out of the realm of responsibility of KWCHEA, its leaders or its members.