

Guidelines for Treasure Home Educators' Association

Last Revised April 24, 2017

I. Name

The name of this organization shall be "Treasure Home Educators' Association" referred to as TREASURE, or THEA. This name expresses our view that children are a treasure from God and that the family and home are a precious treasure chest. God is a rich source of wisdom, love, and strength in the upbringing of children.

II. Fundamental Beliefs

TREASURE believes in the Christian principles contained in the Bible, which alone is the inspired and infallible written word of God and strives to follow its principles.

TREASURE believes children belong to God, not to the government. Parents have a God-given right and responsibility to decide on the best form of education for their children.

TREASURE believes that the Biblical institution of marriage is between one man and one woman.

III. Purpose

TREASURE is a Christian association, which shall operate within the context of a Biblical worldview to encourage all home educating parents, regardless of their religious beliefs.

The goals of TREASURE shall include, but are not limited to, the following:

- Provide parents with practical information on laws, curricula, and teaching techniques to help, support, and encourage them to fulfill their God-given rights and responsibilities to educate their own children.
- Offer group activities which would enhance the education of our children and offer positive social interaction.

IV. Membership

Membership shall be open to all families involved in or considering home education who:

- Sign that they have read and understood the "Fundamental Beliefs Statement" to be the guiding principle for the group.
- Abide by the TREASURE Guidelines while at Treasure functions.
- Pay their yearly dues.

Paid TREASURE membership entitles families to:

- Use our HSLDA group discount plan.
- Participate in TREASURE-sponsored activities.

The membership dues:

- Will be set by the Board of Officers on an annual basis.
- Can be adjusted or waived for those who have financial need upon board approval.
- New members who join after the first of the year shall have their dues prorated according to the following schedule:

First Semester	-	100% of annual dues
Second Semester	-	50%

- Are non-refundable.
- All membership dues received by TREASURE will be used to run TREASURE.

TREASURE HOME EDUCATORS' ASSOCIATION

www.TreasureHomeEducators.com

Guidelines for Treasure Home Educators' Association

The membership year of TREASURE shall run from September 1 to August 31.

- Membership is a privilege and can be withdrawn by a majority vote of the board .
- Membership can be restored by a majority vote of the board..

V. Board of Officers

The TREASURE Board of Officers is:

- President
- Vice President/Volunteer Coordinator
- Treasurer
- Secretary
- Adult Activities Coordinator
- Academic Coordinator
- Activities Coordinator

A position of Volunteer Coordinator may be created for any given year if the Board deems it necessary.

Additionally, the position of Volunteer Coordinator may be combined with that of Vice President for any given year if the Board deems it necessary.

All Board positions are volunteer positions. No compensation is paid; however, authorized expenditures may be reimbursed.

Meetings:

- The Board of Officers will hold scheduled meetings as needed.
- All meetings shall open and close with prayer.
- Board meetings shall be at a location and time agreed upon by a majority of the Board members.
- The presence of a majority of the Board members shall constitute a quorum to conduct business.
- The Board meetings shall be open only to the Board and those expressly invited.

Officer's Duration:

- The duration of the officers' terms shall be one year with the exception of an officer who fills a mid-year vacancy.
- The president may be elected to no more than three consecutive terms.
- The number of terms for all officers shall be limited to no more than five consecutive years on the board. For example, should an officer serve as Vice President for three years, they could only serve an additional two years as President.
- Term limits can be waived by a unanimous vote of the Board.
- Term can be limited by majority vote of the board.

Board Responsibilities:

- To act individually and as a group, privately and publicly, with high Christian standards and morals, and the commitment to maintain confidentiality.
- To oversee the administration of Treasure Home Educators' Association.
- To publicly represent the views of Treasure in conformity with the Treasure Guidelines.
- To be visible and available on Class Day.

TREASURE HOME EDUCATORS' ASSOCIATION

www.TreasureHomeEducators.com

Guidelines for Treasure Home Educators' Association

The duties of the officers are as follows:

A. President

- Shall preside over all Board and general meetings of TREASURE
- Shall function as the official spokesperson for TREASURE
- The office of President can be filled jointly by a husband and wife, provided both met the qualifications for Board membership and the Board gives its unanimous approval.
- Shall be ex-officio member of every committee.
- Shall be the new homeschoolers contact person.
- Shall support Board members.
- Shall communicate regularly with the Board regarding Treasure issues.
- Shall perform other duties as may be agreed upon by the President and the Board.
- Shall provide a written agenda for board meetings as necessary.

B. Vice President

- Shall preside over any meetings which the President is unable to attend.
- Shall recruit and coordinate volunteers for special programs/events, such as the Year End Festival, Kick-Off Picnic, etc.
- Shall assume the responsibilities of Volunteer Coordinator as the Board deems necessary.
- Shall perform other duties as may be assigned by the President or agreed upon by the Vice President and the Board.

C. Treasurer

- Shall receive funds for all regular, scheduled TREASURE events and activities. May also delegate this responsibility to another Board member if they are unable to be present at any such activity.
- Shall disburse funds as approved, keep copies of expense records, and maintain accurate financial records at all times.
- Shall submit a monthly financial reports to the Board during the Treasure school year.
- Shall have the Board approve any expenses not included in the annual budget.
- Shall coordinate fundraisers as necessary, with the help of the Board.
- Shall file any necessary tax documentation, etc. in a timely manner, as needed.
- Shall perform other duties as may be agreed upon by the Treasurer and the Board.

D. Secretary

- Shall take minutes at all Board meetings and distribute copies to the Board in a timely manner.
- Shall be responsible for maintaining or delegating the maintenance of the website.
- Shall publish and distribute a calendar of events from August through May.
- Shall maintain the membership roster which will be used exclusively for TREASURE-related purposes, to be distributed to TREASURE members only.
- Shall create a email loop consisting of all members of TREASURE.
- Shall perform other duties as may be agreed upon by the Secretary and the Board.
- Shall maintain copies of all Treasure forms.
- Shall be TREASURE's contact person with HSLDA and for TREASURE group discount.

TREASURE HOME EDUCATORS' ASSOCIATION

www.TreasureHomeEducators.com

Guidelines for Treasure Home Educators' Association

- Shall keep copies of the following forms: TREASURE Guidelines, TREASURE Surveys, Virginia Homeschool Law, Notice of Intent to Provide Home Education, HSLDA Membership packets; and provide these to the Board and members as requested.

E. Adult Activities Coordinator

- Shall plan and coordinate activities for the encouragement and/or education of TREASURE parents. Activities may include but are not limited to the following: General Mom's Meetings, Nursery, Adult Classes, Adult Socials and Public Information Forums.
- Shall submit plans for each activity to the Board for approval before the scheduled activity. Shall recruit assistants and form subcommittees as needed to implement these programs.
- Shall perform other duties as may be agreed upon by the Adult Activities Coordinator and the Board.

F. Academic Coordinator

- Shall plan and coordinate academic activities for the enrichment and education of TREASURE students.
- Shall assess needs and interest in programs as needed.
- Shall have each potential teacher fill out a Board approved Class/Teacher Application Form for each proposed class, to be reviewed by the Board.
- Shall devise a plan for room assignments and schedule to be approved by the Board.
- Shall not change approved plans without agreement from the Board.
- Shall recruit assistants and form subcommittees as needed to implement these programs and shall not be required to attend all of these activities.
- Shall perform other duties as may be agreed upon by the Academic Coordinator and Board.

G. Activities Coordinator

- Shall plan and coordinate activities for the enrichment, education and positive social interaction of TREASURE students.
- Shall assess needs and interest in programs as needed.
- Shall submit plans for each activity to the Board before the scheduled activity. Shall not change approved plans without agreement from the Board.
- Shall recruit assistants and form subcommittees as needed to implement these programs and shall not be required to attend all of these activities.
- Shall perform other duties as may be agreed upon by the Activities Coordinator and Board.

H. Volunteer Coordinator

- Shall recruit, approve, and coordinate adult and other nursery helpers.
- Shall recruit and coordinate the membership for Sparkle Duties, making adjustments to the cleaning plan as necessary.
- Shall perform other duties as may be agreed upon by the Volunteer Coordinator and Board.

VI. Qualifications of Officers, Nominations, and Appointments

Nominations:

- In the early spring of each year, the Board of Officers shall inform the members through the website, Mom's Meeting and email loop of any vacancies that will exist on the Board the following year.
- Members will be encouraged to apply to the Board for the open positions on the Board of Officers.

TREASURE HOME EDUCATORS' ASSOCIATION

www.TreasureHomeEducators.com

Guidelines for Treasure Home Educators' Association

- Potential candidates will be contacted and asked to fill out an Officer Application Form, which will be reviewed by the Board. Approved candidates will then be asked to prayerfully consider serving on the Board of Officers.

Terms of office shall be from June 1 to May 31. Term of office may be adjusted for any officer by a majority vote of the board.

Candidates for the Board of Officers must fulfill the following requirements and continue to do so throughout the term of office:

- Shall have home educated a child for at least one academic year. (Can be waived by unanimous vote of the board.)
- Shall have been a member of TREASURE for a least one academic year. (Can be waived by unanimous vote of the board.)
- Shall sign and agree to support the "Fundamental Beliefs Statement" for candidates for Board of Officers.
- Must be a Christian of high moral standards.
- Shall attend scheduled Board meetings and be an active member of TREASURE.
- In addition, potential candidates are encouraged to be part of a local body of believers.

Filling a vacancy:

- If a position becomes vacant mid-term, the Board has the authority to fill the position.
- If the President resigns mid-term, the Vice President shall serve as president until a new president is found by the nominating committee in the spring, or if they wish, until the Board of Officers selects a new president mid-year.

VII. Teacher Qualifications and Responsibilities

- Teachers shall fill out a Class/Teacher Application Form before the class begins, to be approved by the Board.
- All classes may be attended by TREASURE parents at any time.
- Must sign and agree to support the TREASURE Fundamental Statement of Belief.
- Must be a Christian of high moral standards.
- Shall arrive on time and remain with their class until the designated class time is over, and shall not dismiss students early.
- For guidelines concerning guest speakers, please refer to Section IX of the TREASURE Guidelines.
- Teachers are not paid by TREASURE. Any fees for classes are to be negotiated between the teacher and parents. Requested fees will be included on the class information form. .
- If a child becomes unruly during a class period the teacher shall have the right to use time-out, notify the parent of his/her misbehavior, or take him/her immediately to their parent.
- If a child's behavior becomes a continual disruption to the class the parent may be asked to sit with the child during class or to withdraw the child from the class. Any Teacher fees are non-refundable.
- Each teacher shall be responsible to clean his/her room and leave it the way it was found or as instructed by the Academics Coordinator. The last teacher in each room shall be responsible for sweeping/vacuuming the floor and setting the tied trash bag in the hallway.

VIII. Guest Teacher/Speakers

Guest teacher/speakers are not required to sign the Fundamental Beliefs Statement for Treasure Home Educators' Association; therefore, their opinions may or may not reflect the beliefs of TREASURE.

Guidelines for Treasure Home Educators' Association

If the Board or any approved TREASURE teacher invites a guest teacher/speaker to speak they are responsible to:

- Get approval from the board prior to the guest teacher/speaker attending Treasure.
- Notify the parents that there will be a guest teacher/speaker.
- Monitor and supervise the guest teacher/speaker at all times.

IX. Class Day/Parent and Student Responsibilities

Parents:

- Must have an emergency contact/medical form for each child on file with the TREASURE Secretary.
- Shall be responsible for their children at all times while at TREASURE, both during class and any time during a TREASURE-related activity. If a student is present but does not have a class they must stay with the parent unless prior board approval is obtained.
- Cannot leave their child at TREASURE unattended. If in the event of an emergency, or by prior agreement, a parent must leave, they must find another parent to be responsible for their child, and must also sign in/out with the destination, responsible parent, and emergency phone number in the Destination Book, located on the Information Table.
- Need to arrive in time to allow their child(ren) to be prompt to class, as late arrivals can be disruptive.
- Each family shall be responsible for overseeing cleanup for their family's lunch.
- Are responsible for their child's behavior, and agree to support the discipline policy and work with the child's teachers should there be a discipline issue in the classroom.
- TREASURE is a co-op and as such parents are REQUIRED to volunteer:
 - for a weekly Sparkle Duty
 - as a teacher or helper. If the children/family are attending TREASURE for the whole day, you are required to volunteer a minimum of 2 hours, if attending only a half day, you are required to volunteer a minimum of 1 hour.(Exceptions may be made on an individual basis at the discretion of the board.)
- Parents have sole discretion on each class their children take and take full responsibility for their child's education.
- Any organized gathering at TREASURE needs to be open and available to all members.
- Visitors are welcome with prior approval of the vice president. Any child visiting in a class must be approved by the teacher and class coordinator first.
- If a member brings a visiting child without their parent, they must have a permission slip signed by their parents as well as medical forms completed in addition to the above.

Students:

- Must wear modest and proper attire while at TREASURE and on TREASURE-related field trips and activities.
- Are expected to exhibit respectful behavior towards teachers, all parents, church staff and other students.
- No electronic devices are permitted in class, except at the discretion of the teacher.
- No weapons are permitted.

X. Dissolution

In the event of dissolution of the TREASURE Home Educators' Home Association, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all the assets of the Association in the following manner:

Guidelines for Treasure Home Educators' Association

- All tangible assets will be sold at fair market value. TREASURE members will have first opportunity to purchase said items.
- All money in any TREASURE accounts and all proceeds from the sale of the tangible assets of the Association will be donated to home-school friendly organizations, as determined by the Board.

XI. Dispute Resolution

The TREASURE Home Educators' Association shall seek to produce reconciled relationships through its organization, volunteers, parents and students. It shall be the policy and practice of this organization to favor and promote a Biblical approach to dispute resolution in all relationships. This commitment to engage in reconciliation will be implemented to the fullest extent possible in all TREASURE Home Educators' Association relationships.

Individuals should strive to resolve conflict with one another first, and then come to the board for assistance if needed.

XII. Revision of Guidelines

If the majority of the Board of Officers discerns that these guidelines need revision, the original text and suggested changes shall be published on the website or distributed in like manner to all current members. The vote shall be by a simple majority of members present at the next general meeting and members whose ballots are received before the vote.

Fundamental Beliefs Statement for Treasure Home Educators' Association

TREASURE believes that the Bible alone is the inspired and infallible written Word of God and strives to follow its principles. We believe....

- All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness. (2 Timothy 3:16)
- In the trinity of God; God the Father, Jesus the Son, and the Holy Spirit (John 15:26)
- God is holy and calls us to be holy (1 Peter 1:13)
- All people sin and are unable to attain holiness by their own efforts (Romans 3:10, 20, 23)
- Jesus Christ came to fulfill God's law by living a perfect life. He died on cross as a sacrifice for our sins (1 Peter 2:24, Hebrews 5:9)
- Individuals must confess and repent from their sins and believe on Jesus Christ as their Savior in order to inherit eternal life (Acts 16:31, Romans 10:13, 1 Corinthians 3:11, John 14:6)

TREASURE believes children belong to God, not the government. Parents have a God-given right and responsibility to decide on the best form of education for their children. Parents are responsible to God for the content of their children's education.