**I. NAME OF THE GROUP**

**AAA**

**Support Group Bylaws**

The AAA Support Group was organized in May of 1989.

**II. PURPOSE OF THE GROUP**

The purpose of the group is to promote the Christian faith and tofacilitate support to Christian parents who are, or will be teaching their children at home. Monthly meetings provide opportunities for networking with other Christian parents who also teach their children at home.

**III. GOVERNMENT**

The organization shall be a representative type of government composed of the elected officials (See X).

## IV. BYLAWS

Amendments to the Bylaws will be by a majority vote (See VI). Proposed amendments will be approved by the Leadership Team and announced to the group membership one month prior to vote. The requirement that members subscribe to the Statement of Faith shall at no time be considered for amendment.

**V***.* **DEFINITIONS**

A. Marriage – It is non-negotiable that marriage is the union between a man and a woman, both being birthed in those genders, under God and law, monogamous, sexually exclusive, the morally legitimate context for raising children, and permanent. Civil Unions are not recognized as equivalent to marriage.

B. AAA Emeritus – Registered AAA members that have homeschooled for at least seven years, were members of AAA for at least five of those seven years, and have graduated all their children from their homeschool. Exempt from dues.

**VI. ELECTIONS/MOTIONS/VOTING**

A. For elections, the ballot is made up of

nominees who meet the qualifications

for elected positions (See IX).

B. Simple majority of the attending full

members (or their absentee ballot) is

required.

C. There will be one vote per family

membership.

D. Elections, amendments and proposals

will be administered by ballot.

E. Motions will be approved by a show

of hands.

F. Elections of officers to be held at the

May meeting.

**VII. MEMBERSHIP**

A. Family Membership – Has filled out the

registration form,paid the annual dues

and signed the Statement of Faith.

Registration is completedonly at

monthly meetings; forms may be

submitted by a family representative*.*

1. They will receive a Member’s

Information Packet.

2. They may attend any group-

sponsored activities and use

any services that the group

offers.

3. They may discuss and vote on

any motion (one vote per family).

4. They may make motions after

being recognized by the chair.

5. They may accept a committee

position, an advisory position

or an elected position. See

sections IX, X, XII and XIII.

B. A membership directory is furnished to

every member family. It includes names

of the parents, address, phone number,

email address, and curriculum used. This

is privileged information for the sole

purpose of group business. It is not to be

given out or used for any other purpose.

C. Library networking is provided for

member families.

1. Books may be checked out for a

specific period.

2. Fines are instituted as per

library policy.

D. Information on our present homeschool

legal rights and any new legislation

relevant to homeschooling is provided.

E. Opportunities are provided for our

children of all ages to interact with

others, who are being taught at home,

through planned activities.

F. The group may sponsor chapters of

Christian-based nationally recognized

groups, i.e. Boy Scouts.

1. A description of the sponsored

group should be prepared and

made available to membership.

2. The sponsored group should be

open to all members.

3. A coordinator should be chosen

by the sponsored group to

represent them at the meetings.

1. The AAA Leadership Team has a

right and responsibility to act on

behalf of the group, which is a private

organization, to accept or reject

requests for membership in AAA as

well as requests for participation in

group-sponsored activities.

**VIII. DUES**

Annual membership dues are proposed by the treasurer and approved by the members of leadership. The dues are annual covering September through August to be paid at the time of registration. Dues may be waived based on need; approved by leadership. Dues will be prorated for individuals joining after the January meeting. The payment of dues does not create any right, entitlement or obligation enforceable against the group or any member, officer or agent. Dues are not refundable under any circumstances. Funds are distributed as determined by the budget.

A. Budgeted Expenses

1. Activities for the group, e.g. field

day, recognition ceremonies,

library, and conferences.

2. Operating expenses, e.g. copies,

insurance, postage, nursery, facility

use.

3. Guest Speakers.

B. All other expense items must be

approved by leadership in

conjunction with budget projections.

C. Any funds remaining at the end of the

year will remain in the treasury.

**IX. QUALIFICATIONS FOR ELECTED POSITIONS**

A. Two years of teaching in the home

environment is recommended.

B. Must have spouse’s approval.

C. Be willing to work hard and attend

scheduled leadership meetings.

D. Be a member of AAA Support

Group for six months prior to

elections, and either currently

homeschooling, or are AAA

Emeritus for the Emeritus Advisor

Position (See V.B).

E. Be willing to work with incumbent

coordinators to facilitate transition of

leadership.

F. Register a signed Statement of Faith,

phone number and address with the

Illinois Christian Home Educators.

# G. Coordinators and Co-Coordinators will

be married couples (See V.A).

## X. ELECTED POSITIONS

A**. Group Coordinators**

1. Direct the monthly meeting.

2. Contact and follow-up on any

guest speakers.

3. Make every attempt to attend the

annual leadership conference.

4. Prepare an agenda for the

monthly meetings.

5. Maintain the group files. Keep

historical files for at least five years*.*

6. Schedule and direct leadership

meetings.

7. Ensure the bylaws are adhered to

and kept current.

B. **Co-Coordinators**

1. Direct the monthly meeting and the

leadership meetings in the absence

of the Coordinators.

2. Assist the Coordinators in arranging

for guest speakers.

3. Make every attempt to attend the

annual leadership conference.

4. Prepare an agenda for the monthly

meeting as required.

5. Determine needed Committee

Positions and enlist volunteers.

C. **Treasurer**

1. Must collect dues and pay group

bills e.g. insurance premiums and

incorporation fees.

2. Makes motions that pertain to

unallocated funds.

3. Formulates a proposed budget

based upon the past history and

group records.

4. Mails out Treasurer Reports to

members who request with a self

-addressed stamped envelope.

5. Distributes the funds as outlined

in the approved budget.

6. Maintains the group checking

account, which may not be closed

without approval of the group.

7. Files annual federal and state tax

forms for the group as required.

8. Files annual corporation report in a

timely manner.

9. Keeps financial historical records

for at least five years*.* Passes records

on to the next treasurer.

10. Chairs monthly meetings in the

absence of the group coordinators

and co-coordinators.

D. **Secretary**

1. Takes minutes at the monthly

meetings and the leadership

meetings. This may be delegated.

Must include: Leaders Present

(See IX.C) and Business Conducted.

2. Mails out minutes to those who

request with a self-addressed

stamped envelope.

3. Prepares new member packets and

brings them to the monthly

meetings.

4. Documents updates to group

bylaws, policy letters, and forms.

5. Establishes and maintains member

database. Ensures updates are

provided to the Leadership Team in

a timely manner.

6. Files the annual ICHE Statement of

Faith, signed by all Leadership

Team Members, in a timely manner.

7. Publishes and distributes the

annual membership directory.

8. Keeps administrative historical

records for at least five years.

Passes records on to the next

secretary.

E. **Newsletter Coordinator**

1. Publishes a monthly newsletter in a

timely manner.

2. Edits submissions to meet space

availability.

3. Distributes the newsletter to

membership and provides extra

copies for new members/visitors.

4. Emails the newsletter to the

Website/Email Coordinator in a

timely fashion each month.

F. **Educational Event Coordinator**

1. Acts as the liaison between

AAA and the organizations

sponsoring the events.

2. Enlists event coordinators and

provides them with needed

information.

3. Ensures that activities and event

details are communicated to the

Newsletter Coordinator and

Website/Email Coordinator in a

timely fashion each month.

G. **Physical Education Coordinator**

1. Determines what physical fitness

activities are wanted by the group.

2. Acts as liaison between AAA

and facilities providing the P.E.

activities.

3. Ensures that activities are

communicated to the Newsletter

Coordinator and the Website/Email

Coordinator in a timely fashion

each month.

H. **Librarian**

1. Maintains the library and

establishes fines for late/lost items.

2. Makes the library materials

available to member families

at the monthly meetings.

3. Keeps accurate inventory list of

library items.

4. Purchases new material as

provided in the budget and

determined by the leadership.

5. Communicates to the Newsletter

Coordinator and the Website/Email

Coordinator any announcements

pertaining to the library.

6. Purges the library of unused items

biannually in July.

I. **Music Coordinator**

1. Coordinates musical groups,

activities and programs.

2. Collects and distributes money,

if necessary, for participation in

music related activities. This may

be delegated.

3. Ensures that activities are

communicated to the Newsletter

Coordinator and the Website/Email

Coordinator in a timely fashion

each month.

J. **Field Trip Coordinator**

1. Ensures that there is at least seven

activities planned each year,

appropriate for any age group.

2. Collects any fees in advance of

activities.

3. Ensures that activities are

communicated to the Newsletter

Coordinator and the Website/Email

Coordinator in a timely fashion

each month.

**K. Emeritus Advisor**

1. Meets established requirements of

AAA Emeritus. See V.B.

2. Advises the leadership team on

decisions pertinent to the group.

3. May serve as overseers to major

events, e.g. graduation & conferences.

4. Attends all leadership meetings and

also monthly meetings as needed.

**XI. TERMS OF OFFICE FOR**

**ELECTED POSITIONS**

A. The term of office is for one year

beginning with the June meeting. Only

one office may be held at a time, except

for temporary service to cover the

responsibilities of a vacant position.

B. Resignation for any reason is

acceptable, but a notice of two

months is requested.

C. If any elected person fails to attend two

consecutive monthly support group

meetings or leadership meetings

without sending a proxy or contacting the

coordinators or co-coordinators, he/she

may be replaced.

D. Term of office will expire if the member

of leadership ceases to homeschool

except for AAA Emeritus (See V.B).

**XII. ADVISORY POSITIONS**

These positions are determined by the elected officers and are identified in the bylaws. Because of the unique nature of these positions, they are not filled by the election process. The person(s) filling these positions serve in an advisory capacity to the elected officers and are not voting members of the leadership team.

A. **Facility Coordinator**

1. Represents AAA in requesting

and scheduling use of the primary

church facility for the monthly

meetings, educational events, and

other group-sponsored events

taking place at the primary church

facility.

NOTE: Primary church facility is defined as the church used for the monthly meetings.

The Facility Coordinator is responsible for the primary church facility only.

2. Ensures the facility is open for

set-up and secured at the close of

the meeting/event.

3. Establishes a plan and/or a

schedule for set-up and clean-up of

the facility.

B. **Website/Email Coordinator**

1. Maintains the website with the

most current information available

on group membership, group

activities, contact persons, meeting

dates, time and location, legal

alerts and newsletter information.

2. Ensures the annual website fees are

included in the group budget and

paid in a timely manner.

3. Maintains the email address book

for the group. Sends out all notices

of alert, changes or reminders that

pertain to the whole group.

(Excludes legislative alerts from

HSLDA and CHEC.)

**XIII. COMMITTEE POSITIONS**

Set up as needed by the Co-coordinators.

The Committee Positions include, but are not limited to:

A. HSLDA Coordinator

B. Greeters for monthly meetings.

C. Veteran homeschoolers to assist in

orienting new homeschoolers.

D. Reading Incentive Programs

E. School Photo Coordinator

F. Testing Coordinator

G. Yearbook Coordinator

H. Child Care Coordinator

I. Legislative Issues

J. Graduation Coordinator

Any member, regardless of experience

or length of membership, may serve

in a committee position. Because AAA is a self-help group, all members are asked to be willing to serve in some capacities throughout the year.

**XIV. PROCEDURES FOR DISBANDING THE GROUP**

A. The library will be auctioned off at a

silent auction and all proceeds placed

in the treasury.

B. The treasurer will pay any

outstanding bills and distribute the

remaining dues to one or more entities

recognized as tax exempt under 501(c)3

of the Internal Revenue Code.