
**KINGSPORT AREA CHRISTIAN
HOME EDUCATION ASSOCIATION
GOVERNING BY-LAWS**

**ARTICLE I
NAME**

The name of this organization is Kingsport Area Christian Home Education Association, a non-profit corporation, organized under the laws of the State of Tennessee (hereinafter "KACHEA").

**ARTICLE II
PURPOSE**

KACHEA's purpose is to encourage and assist parents and guardians who have chosen to educate their children at home, whether such parents and guardians are registered with an umbrella school or the local superintendent. Specifically, KACHEA seeks to provide resources for home educators that may enable or facilitate parents and guardians educating their children at home. Such resources include, but are not limited to, socialization and group activities, field trips, sports programs, co-op instruction, yearbook, spring formal, used books sales, mentoring system for new homeschooling parents and guardians, Spelling Bee and Geography Bee.

**ARTICLE III
SPIRITUAL OBJECTIVES**

SECTION 1: STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
- We believe there is only one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

- We believe that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-10; Ephesians 4:30; 5:18).

SECTION 2: STATEMENT OF AFFILIATION

KACHEA neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union.

SECTION 3: NON-DENOMINATIONAL POSITION

KACHEA's Statement of Faith (Section 2 above) is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning this outreach of this organization, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the organization itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives.

ARTICLE IV STATEMENT OF NON-DISCRIMINATION

KACHEA shall make no distinction in its admission policies with regard to an individual's race, color, or national and ethnic origin because we recognize that there can be no preferential treatment with God. (Romans 2:11) KACHEA adopts the publicity guidelines set out by the Internal Revenue Service as are now in force and such as shall be in force in the future.

ARTICLE V GOVERNMENT

SECTION 1: FUNDAMENTAL GOVERNING STANDARD

Out of a deep reverence for God our Father and for our Lord and Savior Jesus Christ, and in response to His explicit teachings and commands (cf. Isaiah 66:1-2; Matt. 28:19-20; Luke 6:46-49), KACHEA affirms that the Word of God, that is, the Old and New Testaments of the Holy Bible, is the fundamental and sole final

governing authority of KACHEA. All policies and practices adopted by the KACHEA board must be in harmony with these sacred Scriptures.

SECTION 2: IMPLEMENTATION OF THE LORD'S COMMANDS

Recognizing the ease with which people can fail to consistently put into practice what we know we ought to do, all members of the governing board of KACHEA commit themselves to be accountable to each other and to the KACHEA community to put into practice what they in good faith best understand to be the commands of the Lord Jesus Christ, as they are given in the Word of God.

ARTICLE VI BASIC ORGANIZATIONAL STRUCTURE

KACHEA is an organization wholly governed and staffed by professing Christians, and so is a part of the household of God (Eph.2:11-22, 4:1-16). Schematically, the organization's organizational structure is as follows:



ARTICLE VII BOARD OF DIRECTORS

SECTION 1: GENERAL

a. The Head and supreme authority of KACHEA is the Lord Jesus Christ Himself (Eph. 1:22; Col. 1:18). His will, which will be discerned through the prayerful and appropriate application of His written Word (cf. 2 Tim. 2:15), must be followed in all matters pertaining to this organization.

b. The overseers of the organization that is, those who have been given responsibility for its government – will be the board of directors.

c. The authority of the directors is invested in the board corporately whole rather than in the members individually. The board shall be responsible for establishing, within the confines of the organization's established By-Laws, the remaining government policies for the organization.

SECTION 2: QUALIFICATIONS FOR DIRECTORS

a. Directors should exemplify a mature and active faith in Christ, including a clear working knowledge of and loyalty to the Word of God.

b. Directors should have a meaningful involvement in the local body of believers, living lives that bear no contradiction to the basic doctrine and practice of KACHEA.

c. Directors should have a sincere interest in the spiritual life and Christian education of children.

d. Directors should have a sincere interest and deep belief in the need for KACHEA to use its programs to help parents prepare character-witnesses of Christ for the next generation, and therefore to bear witness in all the world with integrity.

SECTION 3: BOARD POSITIONS

There will be at least three (3) but no more than nine (9) directors.

SECTION 4: TERMS OF OFFICE

A director, once appointed, shall serve until (a) he/she resigns, or (b) until such director is dismissed pursuant to Section 7 below.

SECTION 5: DUTIES AND RESPONSIBILITIES OF DIRECTORS

a. The board of directors as a whole is responsible to guard and oversee the ministry that has been placed under their care in all matters within the legitimate jurisdiction of KACHEA.

b. The board of directors as a whole is responsible for determining the policies which further govern KACHEA.

c. Each director should also remain actively involved as a servant within KACHEA in some role other than that of a board director.

SECTION 6: SELECTION PROCESS

a. Any current director may nominate for membership on the board of directors any individual he/she feels is properly qualified. A member of the school community may also recommend an individual to a current director, who at his/her own discretion may then elect to nominate that individual for service on the board of directors. Before submitting a nomination for membership to the board for review, the director making the nomination must secure the approval of the nominee, who himself should be convinced that the Lord is calling him/her to serve as a leader of this organization.

b. The entire board will have the responsibility to prayerfully review all nominations, and to reject any individual who cannot meet the qualifications to be a director or who cannot for other valid reasons meet the approval of all current members of the board (cf. I Tim 5:22). A nomination rejected for these reasons will not proceed any further.

c. Should a nomination meet board approval, the nominee will be appointed to begin serving at the time determined by the sitting board.

SECTION 7: DISMISSAL OF A DIRECTOR

a. First the board will receive (i.e., formally address) an accusation against a director only on the “basis of two or three witnesses” (I Tim. 5:19). Because of what the Lord taught in Matthew 18: 15-17, anyone bringing a charge against a director will be strongly encouraged to approach the director personally. If he elects not to do so, the director accused of fault or failure will be informed of the identity of the one bringing the charge against him/her, so that he might seek to reconcile with that individual, as commanded by the Lord in Matthew 5:23-24.

b. Should there be two or more witnesses bringing an accusation against a director, the charge will be formally addressed investigated and discussed as necessary) by the board. If the accusation is not legitimate, the matter will not be investigated further, and those bringing the accusation will be informed of the board's judgment in the matter. If, on the other hand, the charge is deemed to be legitimate, the board will take steps which may be necessary, including the removal of the offending member from the board.

c. A director may also be removed from the board (which need not be on the basis of cause or accusation) should it become evident through his/her words or actions that he no longer supports the general direction or purposes of the organization or that he/she has become a divisive influence among the organization's leadership (Titus 3:9-11).

d. All actions taken with regard to the removal of a director from the board must follow the board's standard operating procedures for the conduct of business (see Section 9 below).

SECTION 8: MEETINGS

a. An annual meeting of the board of directors shall be held as soon as practicable after the end of the fiscal year of KACHEA. Additional meetings of the board of directors shall be held at places within or without the State of Tennessee and at times fixed by resolution of the board, or upon call of a director or the President. The secretary or officer performing the secretary's duties shall give not less than ten (10) days' notice by email, letter, email, fax or telephone (or in person) of all meetings of the board of directors. Meetings may be held at any time without notice if all of the directors are present, or if those not present waive notice in writing either before or after the meeting. The notice of meetings need not state the purpose of the meeting.

b. Unless otherwise restricted by the By-laws, any action required or permitted to be taken at any meeting of the board of directors may be taken without a meeting, if all members of the board of directors consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the board of directors.

SECTION 9: CONDUCT OF BUSINESS

a. A quorum shall consist of a majority of the total membership of the board of directors.

b. The board may from time to time elect a Chairman, Vice-Chairman and/or a Secretary to conduct the board meeting.

c. Every effort will be made to achieve unanimity in decisions among the members of the board of directors. Members of the board will prayerfully discuss all aspects of an issue in an effort to reach a unanimous agreement. While the final decision may not be everyone's first choice, it will be one that they can fully support, defend, and enthusiastically work to implement. Consensus exists within the board when each member of the board can say, (i) I've had the opportunity to voice my opinions, (ii) I believe the remaining board has heard me, and (iii) I can actively support the board's decision as the best possible at this time, even if it is not my first choice. Accordingly, the board of directors may ultimately approve any action by majority vote of the total membership of the board of directors.

d. At its discretion, the board of directors may delegate decision-making authority to other individuals or committees within the organization.

e. In any decisions involving the membership or board officer status of a given director, the vote of the given director (and such director's spouse, if he or she is also a director) will not be considered for the purpose of rendering a decision.

f. Ultimate accountability for the results of decisions made relative to the governing and oversight of KACHEA rests with the board of directors.

ARTICLE VIII OFFICERS

SECTION 1: GENERAL

The officers of the corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the board), a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of this Article. The board may elect the following officers: (a) a President, (b) one or more Vice Presidents, (3) a Secretary, and (4) a Treasurer. The board may also appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the board of directors. Any two (2) or more offices may be held by the same person, except the offices of President and Secretary. The officers of the corporation will execute the vision and direction of the organization as expressed by the board.

SECTION 2: OFFICER POSITIONS AND RESPONSIBILITIES

a. President: The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. In the absence of the appointment of a Chairman of the Board, he/she shall preside at all meetings of the board of directors. He/she may sign, with the Secretary or any other properly authorized officer of the corporation, any deeds, mortgages, bonds, contracts, or other instruments which the board of directors have authorized, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these By-Laws or by statute to some other officer or agent of the corporation; and in general he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the board of directors from time to time.

b. Vice-President. The Vice President shall also be primarily responsible for the implementation of policies of the Directors. He/she shall have authority over the general management and direction of the Corporation subject only to the ultimate authority of the President and the board of directors. He may sign and execute in the name of KACHEA, deeds, mortgages, bonds, contracts or other instruments except in cases where the signing and the execution thereof shall be expressly delegated by the board of directors or by the By-Laws to some other officer or agent of the corporation or shall be required by law otherwise to be signed or executed. In addition, he/she shall perform all duties incident to the office of the Vice President and such other duties as from time to time may be assigned to him by the board of directors.

c. Secretary: The secretary shall be responsible for keeping an official record of each board meeting and for handling any needed correspondence related to the board and the organization. d. Treasurer: The treasurer shall be responsible for overseeing the financial records of the organization.

SECTION 3: TERMS OF OFFICE

Officers shall serve one-year terms, or the remainder of a one-year term if elected to fill a position during a regular term. Officers may be appointed to successive terms of office.

SECTION 4: QUALIFICATION

Unless otherwise agreed by the board of directors, officers shall be selected from the existing board. Since all directors must meet the general qualifications, all should be fit, in general terms, for leading the board as well as the organization. The only additional qualification for corporate officers is that they have given at least one (1) year's satisfactory board service before being appointed to leadership positions on the board (unless the service requirement naturally prevents the filling of an officer position).

SECTION 5: SELECTION PROCESS

a. Any director may be nominated to serve as an officer of the corporation. He/she must be nominated by another director, and must express a willingness to serve in the office for which he/she has been nominated before he/she can be formally considered for office. All nominations must be made and accepted in advance of the meeting in which officers are to be selected (first meeting of new fiscal year).

b. Once all nominations have been made, the board chairman will announce the various nominations to the entire board. Any nominee may at that time elect to decline his/her nomination to a given office in favor of any other nominees for the same office. If, following the announcement of the various nominations, there remain multiple nominations for one or more offices, the other board members will be instructed to prayerfully consider which one of the remaining nominees they would each prefer to fill the office(s) in question. The board chairman will be informed of these preferences before the following meeting, which may be called for the express purpose of finishing the process of appointing officers.

c. During the meeting in which the board seeks to finish the process of appointing officers, the board chairman will report the most commonly stated preference for each contested office. He/she will then ascertain if the remaining nominees and their supporters are willing to defer to the preference of the majority. If they are, the nominee preferred by the majority will be entrusted with the office; if they are not, the matter will be resolved through the standard operating procedures described in Article VII, Section 9 above.

SECTION 6: DISMISSAL PROCESS

a. In general, an officer serves at the pleasure of the board of directors and may be asked by the board to resign or vacate his/her office if the board of directors so desire.

b. Any officer may vacate his/her office at any time should he feel that he is no longer able to fulfill his/her responsibilities as he ought. Should this occur, the vacant office will be filled as soon as it is responsibly possible, in accordance with the selection guidelines.

c. An officer asked by the board to vacate his/her office but who refuses to do so willingly may be removed from not only his/her position as officer but also from the board itself, since his/her refusal to accept correction may render him/her unqualified to serve not only as an officer but also as a board member. In any decisions involving the officer status of a given director, the vote of the given director (and such director's spouse, if he or she is also a director) will not be considered for the purpose of rendering a decision.

d. Any officer who willingly vacates his/her office will not be removed from the board itself unless there are other reasons to warrant such a removal.

ARTICLE IX MISCELLANEOUS

SECTION 1: RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board of directors and committees having any of the authority of the board of directors. True and accurate records will be maintained, and will be available for inspection upon reasonable request to KACHEA.

SECTION 2: CONTRACTS

The board of directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

SECTION 3: CHECKS, DRAFTS, AND BANKING ACCOUNTS

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments shall bear the signatures and be signed by the President or the Treasurer of the corporation. The board of directors shall authorize the opening of banking accounts and authorize the signatories for such accounts.

SECTION 4: FISCAL YEAR

The Fiscal Year of the Corporation shall begin on August 1 and end on July 31.

ARTICLE X

EXECUTION AND AMENDMENT

SECTION 1: EXECUTION

These by-laws for KACHEA shall become effective upon the unanimous approval of a quorum of the initial board members of this organization and whose names are listed in the Articles of Incorporation.

SECTION 2: AMENDMENT

These By-Laws may be amended only by the unanimous consent of all the members of the board of directors. Any proposed amendment to these By-Laws may be made available to all KACHEA families and staff so that members of KACHEA's community might have the opportunity to review and comment upon the proposed amendment before action is taken on the same. Any comment from members of the KACHEA community regarding a proposed amendment must be made in writing and addressed to the KACHEA Board.