

# **W.A.C.H.E., Inc.**

Westside Association  
Of  
Christian Home Educators,  
Incorporated

## **Policies and Procedures Manual**

# Table of Contents

<b>I. General Information</b>	<b>4</b>
<b>A. Name</b>	<b>4</b>
<b>B. Purpose</b>	<b>4</b>
<b>C. Board Members and Operation</b>	<b>4</b>
<b>D. Confession of Faith</b>	<b>4</b>
<b>II. Membership</b>	<b>5</b>
<b>A. Member Family</b>	<b>5</b>
<b>B. Qualifications</b>	<b>5</b>
<b>C. Becoming a Member</b>	<b>5</b>
<b>D. Membership Dues</b>	<b>6</b>
<b>E. Membership Cards</b>	<b>6</b>
<b>F. Background Check</b>	<b>6</b>
<b>G. Requirements and Attendance</b>	<b>6</b>
<b>H. Demeanor</b>	<b>7</b>
<b>I. Visitors</b>	<b>7</b>
<b>J. Conflict Resolution</b>	<b>7</b>
<b>K. Cessation of Membership</b>	<b>7</b>
<b>III. Organizational Structure</b>	<b>8</b>
<b>A. The WACHE Executive Board</b>	<b>8</b>
<b>B. The General Board</b>	<b>8</b>
<b>C. Nominating Procedure</b>	<b>8</b>
<b>D. Vacancy of President Position</b>	<b>8</b>
<b>IV. Meetings</b>	<b>8</b>
<b>A. Annual Business Meeting</b>	<b>8</b>
<b>B. Board Meetings</b>	<b>8</b>
<b>V. Policies and Procedures</b>	<b>9</b>
<b>VI. WACHE Equipment</b>	<b>9</b>

- VII. WACHE Bulk Email / Social Media Communications..... 9**
  - A. Purpose ..... 9**
  - B. WACHE Social Media ..... 9**
- VIII. Annual Record ..... 9**
- IX. Dissolution ..... 9**
- APPENDIX/ WACHE Job Descriptions ..... 11**
  - I. Executive Board ..... 11**
    - A. President ..... 11**
    - B. Vice President/Membership..... 11**
    - C. Secretary/Communications ..... 12**
    - D. Treasurer ..... 13**
  - II. General Board Directors..... 14**
    - A. WACHE School Director ..... 14**
    - B. Educational Events Director..... 14**
    - C. Social Events Director ..... 15**
    - D. WACHE Webmaster..... 15**
    - E. Senior and Kindergarten Graduation Committee .....15**

## **I. General Information**

### **A. Name**

The name of the voluntary organization shall be the Westside Association of Christian Home Educators, Incorporated (d.b.a. WACHE), and hereafter referred to as the “Association” or “WACHE.”

### **B. Purpose**

The purpose of WACHE is to provide support to member families who educate their children at home. WACHE is a Christian support group, which can only function as a team with every member family doing their part. Working together, we will endeavor to enhance the education of all of our children for the glory of God. Plans for each year include all events as outlined in the Job Descriptions and procurement of materials helpful to home educators.

### **C. Board Members and Operation**

Board members will, prior to the end of their term, determine the number of board positions to be filled for the following school year. This number will be no fewer than three member families in accordance with the bylaws (Article IV, Section 2, and Paragraph 1). This number will be no greater than 15% of the current number of member families rounded up. Board members will be nominated and elected in accordance with the bylaws (Article IV, Section 3, and Paragraph

3). Board officers of the upcoming year will be identified by the current board and voted on by the membership during the annual meeting as part of the board slate.

As soon as practical after election, the new board will meet for the following purposes:

Plan the WACHE program for the year of their tenure.

Divide program responsibilities among themselves to ensure execution of the WACHE program plan.

### **D. Confession of Faith**

We affirm these tenets of Christian theology:

1. The Bible is the only verbally inspired and infallible authoritative Word of God, inerrant in the original copy. (II Timothy 3:16, II Peter 1:20-21)
2. God is three persons in one – God the Father, God the Son, and God the Holy Spirit. God is co-equal and co-eternal. (I John 5:7)
3. Jesus Christ is fully God and man (John 1:1,14) who was:

Born of a virgin. (Matthew 1:18)

Led a sinless life (Hebrews 4:15)

Died vicariously on the cross as a substitute for sinful men. (Hebrews 9:15)

Rose bodily from the grave. ( Matthew 28:1-7, Acts 2:24)

Now reigns with the Father. (Acts 2:33; Hebrews 10:12)

Will return visibly and personally to the earth both in salvation and judgment. (Acts 1:11; Hebrews 9:28)

4. We are all born with a sinful nature (Romans 5:12) that brings with it a penalty of death (Romans 6:23). Salvation only comes through faith in Jesus Christ as one's personal Lord and Savior. (Acts 4:12, Ephesians 2:8-10)

## **II. Membership**

### **A. Member Family**

We understand a homeschooling family to mean one male and one female parent with one or more children or anticipated children all related by the institution of marriage. We recognize the exception of a single parent family.

### **B. Qualifications**

Parent(s) of students in each member family must be actively involved in a New Testament church and in agreement with (and sign) the Confession of Faith, the stated purpose of this organization, and these Policies and Procedures.

A homeschool student is defined as a child who is educated at home at least 51% of the time. WACHE acknowledges the age requirement of a homeschool student to be from birth to 18 years of age. We do not classify a post high school graduate as a homeschooled student. The term "school year" is defined as September 1st through May 31st.

### **C. Becoming a Member**

1. Applications for membership in WACHE will be accepted during the following months:  
May 1<sup>st</sup> to May 31<sup>st</sup>
2. There will be no ceiling on the number of applications received during these times. Families new to WACHE may join at any time during the year.
3. Members must reapply every year.

## **D. Membership Dues**

Membership runs for the fiscal year of June 1<sup>st</sup> to May 31<sup>st</sup>. The amount of the membership dues will be determined each year by the WACHE Board and will be due no later than May 31<sup>st</sup>. If a family joins in January, membership fees will not be prorated. All membership fees are non-refundable.

## **E. Membership Cards**

Each member family in WACHE will receive a membership card at the start of each school year. This card can be used to receive teacher discounts.

## **F. Background Checks**

Every family wishing to be a member of WACHE, including Board Members, is subject to a background check. Background checks are performed on each parent and adult child active in WACHE upon initially joining WACHE with a recheck every three years. If a family rejoins after being out of WACHE for a year or more, or if adult children become newly active, they will be required to complete and pass a new background check.

The Vice President is responsible for collecting the forms, along with the membership applications. The Vice President is responsible for running the background checks on prospective members, notifying the President of any "red flags". A red flag is defined as any conviction for a sexually-related crime against a child or any felony on record. Each parent needs to be free of any red flag(s) before their family can be considered members of WACHE. This will be considered on a case by case basis. Anyone who believes that he has been wrongly denied membership may take his concerns up with the Vice President and/or President.

## **G. Requirements & Attendance**

There are no mandatory service requirements to be a part of the WACHE organization. We encourage our membership to use their God-given gifts, talents and creativity in WACHE activities to make them a success.

WACHE is not a drop off support group. As such, each student should be accompanied by a parent for each activity.

Children must be 24 hours free of fever, diarrhea, or vomiting to attend an event.

## **H. Demeanor**

WACHE is a reflection of the character of the Lord Jesus Christ. Each member family will be responsible to see that their children's manner and dress are Christ-honoring. Profanity and immodesty are not acceptable.

Bullying of any kind by any parent or child is completely unacceptable. Disciplinary action will be taken in keeping with WACHE's conflict resolution policy should a bullying issue arise.

## **I. Visitors**

Members may bring guests with prior approval to any WACHE event as space permits, excluding the End of Year Party and the GAP (Get Acquainted) Party.

For WACHE School visitor policy, please refer to the WACHE School Handbook.

## **J. Conflict Resolution**

Any claim, dispute or other matter in question that arises between any WACHE members shall be subject to mediation as a condition precedent to arbitration. WACHE members, including all Board Members, shall endeavor to resolve claims, disputes and other matters in question between them by mediation which shall be in accordance with the Mediation Rules of the American Arbitration Association currently in effect. Requests for mediation shall be filed in writing to the President. Disputing parties will attempt, at all times, to resolve any claim, dispute or other matter in a Christian manner. Additionally, all requests for resolution should be copied to the WACHE President and then, in turn, to the Executive Board. Any claim, dispute or other matter that is not resolved by mediation, shall be decided by arbitration as set forth in the current rules of the American Arbitration Association.

Additionally, WACHE members and their families agree to resolve all disputes and mediations outside of the courtroom. Any member family agrees to not file suit against any other member family, WACHE or the church that WACHE is utilizing for any event of WACHE School.

Any member family who ceases to agree with or abide by WACHE Policies and Procedures or who in some way brings disrepute on WACHE shall be biblically confronted by the leadership for restoration into WACHE. If unreconciled, the family will be excluded from WACHE membership until all issues are resolved to the complete satisfaction of the WACHE Executive Board.

## **K. Cessation of Membership**

Member families no longer desiring membership in WACHE may notify the Vice President and request removal from WACHE. **Membership fees are non-refundable.**

### **III. Organizational Structure**

#### **A. The WACHE Executive Board**

President/Chairman

Vice President/ Membership

Secretary/ Communications

Treasurer

#### **B. The General Board**

Includes the Executive Board, WACHE School Director, and any additional directors as needed.

#### **C. Nominating Procedure**

The Board will act as the nominating committee to fill all vacant board positions. Membership then votes to accept the Board as a slate. People interested in filling open positions should contact the President to be considered for the position.

#### **D. Vacancy of President Position**

In the case of the vacancy of the President during the school year, the Vice President is the interim President. Then the board will act as the nominating committee to fill the vacant Board position from within the WACHE membership (Board included).

### **IV. Meetings**

#### **A. Annual Business Meeting**

The Annual Business Meeting will be held at least once each year. The President will preside over this meeting. All members and prospective members of WACHE are invited to attend. Each Director will be responsible for giving year-end reports pertaining to their area of responsibility.

#### **B. Board Meetings**

Monthly or bimonthly Board Meetings will be held during the WACHE school year. All Board Meetings are open to WACHE members by RSVP.

## **V. Policies and Procedures**

WACHE's Policies and Procedures Manual is updated by the WACHE Board and distributed to members and serious inquirers of the Association. Any changes to the Policies and Procedures Manual must be made in writing and approved by the WACHE Board in accordance with the organizational bylaws and standard parliamentary procedure.

## **VI. WACHE Equipment**

All WACHE property is to be used by WACHE Board members or authorized members exclusively for WACHE business and events ONLY. There will be no personal use of these items. Any and all equipment purchased by WACHE, Inc. is to be submitted for inventory control identification and assets registration.

## **VII. WACHE Bulk Email / Social Media Communications**

### **A. Purpose**

The WACHE newsletter is sent out weekly, or bi-weekly, to WACHE families during the school year.

Bulk Email will be used to keep members up-to-date on what is coming up in the WACHE calendar and to pass on information of a time-sensitive nature.

### **B. Social Media**

WACHE has a private Facebook group names WACHE Members that is used to communicate more quickly with WACHE members as a whole. Administrators of the page may post communications, events and other applicable notifications to our members. Additionally, they may remove any posts that are not aligned with WACHE's core values. See Ephesians 4:29. All members have to be approved to be part of the group and currently registered as an active WACHE member. It is the job of the Vice President to purge the group of non-returning members before the start of each new school year.

## **VIII. Annual Record**

Each year an Annual Record of all financial, social and educational documentation will be compiled for the purpose of keeping WACHE membership informed of events of WACHE.

## **IX. Dissolution**

In the event WACHE ceases to exist, the following will be carried out by the current Board Members at their full discretion:

- All assets will be sold to pay off any outstanding debts.
- All assets not sold and any remaining funds will be donated to a like-minded organization(s).
- Any and all WACHE operations will cease (phone line, mailbox, and website, etc.).
- All outstanding debts incurred by WACHE will be paid in full.
- All remaining funds will be donated to a like-minded organization(s).

## **WACHE Job Descriptions**

### **I. Executive Board**

#### **A. President**

- Consists of one family (Board position) and one assistant if needed (non-board position).
- Provides oversight for WACHE and is accountable for the propagation of its purpose.
- Is responsible for facilitating all WACHE Board Meetings, and the Annual Business Meeting.
- Answers all questions pertaining to the WACHE Policies and Procedures Manual.
- Reviews and approves any WACHE membership applications that are flagged by the Vice President.
- Is an authorized signer, along with the Vice President and Treasurer, on all WACHE Bank accounts.
- Aids Treasurer in formulating annual WACHE budget.
- Communicates action, if any, which needs to be taken regarding a specific situation that requires sensitivity.
- Maintains a current record and coordinates group discount memberships with organizations such as the Home School Legal Defense Association (HSLDA) and Texas Home School Coalition (THSC).
- Maintains all WACHE equipment applicable to this position.
- Upon retirement, provides training, essential documentation, and any WACHE software in his/her possession to the incoming WACHE President.

#### **B. Vice President/Membership**

- Consists of one family (Board position) and one assistant if needed (non-Board position).
- Attends Board Meetings and Annual Board Meeting.

- Assists the President, as required, providing oversight for WACHE and being accountable for the furtherance of its purpose.
- In the absence of the President, assumes the duties of the President.
- Provides WACHE information to prospective new members, as requested.
- Collects all flagged background checks or issues of hardship to review with President.
- Compiles and maintains a master list of all current WACHE member families for inclusion in an annual updated Membership Directory, available via PDF and online.
- Prints and distributes membership cards to all member families.
- Maintains paper files of all submitted and completed applications.
- Collects background check forms in accordance to section II subsection F.
- Is an authorized signer on all WACHE Bank accounts, along with the President and Treasurer.
- Maintains all WACHE equipment applicable to this position.
- Upon retirement, provides training, essential documentation, the WACHE Membership laptop and any WACHE software in his/her possession to the incoming WACHE Membership Director.

### **C. Secretary/Communications**

- Consists of one family (Board position).
- Attends Board Meetings and Annual Board Meetings.
- Takes minutes at all WACHE Board Meetings, the Annual Business Meeting, and any General Business Meetings.
- Maintains a summary of minutes in secretary files. Provides minutes upon request to any current member of WACHE.
- Edits, revises, co-authors, and updates any necessary policies and legal documents as required by the President.
- Maintains all WACHE equipment applicable to this position.
- Oversees all forms of communication with the WACHE member families concerning events, alerts, and other announcements in cooperation with the WACHE President.

- Edits submitted articles by parents or students for submission to the website.
- Provides training for directors and other official representatives on proper access and use of the [@wacheweb.org](mailto:@wacheweb.org) email.
- Ensures that necessary documents are posted on the website.
- Collects information to be distributed via WACHE email.
- Keeps website up-to-date and edits as needed.
- Sends messages to WACHE members via email when necessary.
- Posts, as soon as possible, emergency information of a general nature. For example, an announcement regarding a death, rescheduling or cancellation of major WACHE events.
- Provides training, essential documentation and any WACHE software in his/her possession, upon retirement, to the incoming WACHE Communications Director.

#### **D. Treasurer**

- Consists of one family (Board position) Attends Board and Executive Board Meetings.
- Maintains the WACHE Treasurer laptop according to the general equipment policy.
- Is responsible and accountable for all WACHE funds in cash, check, PayPal, or donation format.
- Keeps a detailed, computerized register of all WACHE receipts, disbursements, and deposits on provided software, to include a backup file of financial records.
- Reconciles the monthly Bank statement to ensure accuracy and balancing of accounts.
- Maintains accurate information and documentation with the Bank.
- Provides a summary of the WACHE account at each Board meeting.
- Provides a year-to-date annual report of the WACHE account and presents it to the membership at the Annual Business Meeting.

- Is an authorized signer on all WACHE Bank accounts, along with the President and Vice President.
- Pays all WACHE bills in a timely manner, no later than the due date.
- Maintains a WACHE budget.
- Files a 990N form yearly with the IRS prior to October 15<sup>th</sup>. This is to maintain WACHE's non-profit tax exempt status.
- Maintains accurate records with the Texas Comptroller.
- Provides training, essential documentation, the WACHE Treasurer's laptop and any WACHE software in his/her possession, upon retirement, to the incoming WACHE Treasurer.

## **II. General Board Directors**

### **A. WACHE School Director**

- Consists of one family (board position) and assistants (non-board positions), as needed.
- Attends Board Meetings.
- Provides a summary of the year to be presented at the Annual Business Meeting.
- Schedules dates and times of all WACHE School events (e.g. Teachers meeting, registration, and Open House) and submits it to the WACHE President to coordinate facility use and to the WACHE Secretary to put on the WACHE calendar.
- Is responsible for the overall organization of WACHE School including, but not limited to, recruiting of teachers, schedule of classes, classroom assignments, dates of semesters, acquiring facilities in which WACHE School can operate, collecting fees from participants, and communicating information about WACHE School through all avenues available such as e-mail, WACHE website, social media, etc.
- Ensures that all participants of WACHE School have read the WACHE School Handbook and have signed the Participation Agreement form.

### **B. Educational Events Director**

- Consists of one family and an assistant, as needed.
- Schedules all events with the WACHE Secretary/Communications.
- Emails wording for articles the Communications Director to be posted in the weekly email, regarding an activity.

- Helps to set up and organize achievement testing.
- Helps to organize Volunteer opportunities.
- Helps to coordinate all community service opportunities.
- Sets up opportunities for students to visit job fairs, etc.

### **C. Social Events Director**

- Consists of one family and one assistant, as needed.
- Provides an end of year report for each event to be presented at the Annual Business Meeting.
- Emails wording for articles for all Special Events activities and forwards articles to the Communications/ Secretary.

### **D. WACHE Webmaster**

This job is a technical position which requires a computer with email and web access, as well as some knowledge of internet technologies (e.g. email and website management or design).

- Consists of one family.
- Is technical support to the Communications Director and WACHE Board for the [www.wacheweb.org](http://www.wacheweb.org) website.
- Assists with password resets or new account creation for mail.wacheweb.org.
- Updates security certificate for websites annually.

### **E. Senior & Kindergarten Graduation Committees**

- Meetings will be scheduled as needed.
- Obtains a list of potential graduates from Vice President/ Membership.
- Contacts families to determine their desire to participate
- Selects location and makes all necessary arrangements.
- Schedules the event with the Secretary/Communications.