

Parkland Home Educators Association (PHEA) Manual

NOTES on PHEA Manual: This document was formerly titled Policy Paper. This how we wish to operate within the Society Act and the Association Bylaws (giving more detail to the bylaws) and with motions passed by the membership. The policy and regulations will be decided by the Executive for consistency and stability of the Association using in this order:

- A) The Society Act,**
- B) the Bylaws in force,**
- C) motions from the members, and then**
- D) Common sense behaviors for orderly conduct.**

The manual for PHEA is intended to aid in the orderly running and maintenance of the association. Should these guidelines in any way conflict with the Society Act or the bylaws of the Association, the bylaws that are in effect and duly registered and approved by the Government of Alberta shall be observed first.

I. Statement of Faith

- A. I believe the Bible is the inspired word of God and is my supreme and final authority.
- B. I believe there is a monotheistic God eternally existing as: Father, Son and Holy Spirit
- C. I believe our Lord Jesus is the Son of God, conceived of the Holy Spirit to Mary, a virgin. He died on the cross. The shedding of His blood was the atonement for my sins. I believe He was raised from the dead and ascended to heaven – where He is my advocate at the Father’s right hand.
- D. I believe in the personal and literal return of Jesus Christ for His Church
- E. I believe Jesus Christ is the only way to heaven and that a person must receive Him as their Savior and Lord
- F. I believe in life after death – either with God or separation from God.¹

II. Membership

- A.** Membership is granted as per the bylaws of the Association.
- B.** Membership in the PHEA is renewed on a yearly basis and the yearly term is from September 1 to August 31 of the following year. Payment of this term is covered in Section V.A)
- C.** There shall be two groups of membership, a premium and ordinary.
 - i. Ordinary membership shall be for all other members. Ordinary membership is currently set at \$20 per year.²
- D.** Non-voting members are considered immediate family members and there is no extra fee charged.³

¹ Vote May 25, 2015, Motion #1

² Voted May 25, 2020, Motion #1

³ Bylaw May 2015

- E.** Participation in sub-groups is **mandatory** for all members of the Association whether one is considered a premium or ordinary member. To avoid collapse of the PHEA and due to its increasing popularity by way of growth in membership, the PHEA as a whole has deemed it necessary to require of its membership, the periodic assignment of specific duty on a fair and rotational basis by way of subgroups. Each subgroup is required to organize two field trips and a PHEA general meeting. It is hoped that relationships will be built in these smaller groups and they will get together more than just the required month.
- F.** Fees cover expenses such as honorariums to guest speakers, postage and stationary used for the business of the PHEA, hall rentals and any other expenses incurred when items or services cannot be specifically designated to individuals. Any one-time expenditure beyond five hundred dollars (\$500.00⁴) must be approved by the Membership unless it has already been approved in the budget.
- G.** Entitlements of membership are the ability to participate in: the election process, general meetings, subgroup meetings, social functions, offerings in field trips, physical education (an extra fee is charged for participation in the sports program offered by PHEA) and other such activities like the delivery of a newsletter⁵ and other notifications via email, admittance and participation on the PHEA website www.phea.ca and Facebook site.
- H.** Request for withdrawal and expulsion of membership are covered in the bylaws of the Association.

III. Executive

- A.** Members wishing to serve in executive positions shall answer a verbal or written questionnaire evaluating whether they agree wholeheartedly with the philosophy, objects and Statement of Faith of the Association prior to their nomination for the volunteer position.
- B.** Members willing to stand for nomination, must have their membership for the year that they wish to serve on the executive paid for in advance of, or by the end of the meeting in which they have been voted into the position.⁶
- C.** Coordinators, volunteers, committee members and subgroups of these capacities and functions all fall and come under the jurisdiction of the elected Executive.
- D.** The executive is subject to its membership, its involvement, concerns and philosophies. The membership exercises its authority over the Executive council via formal meetings and any legal legitimate means of the democratic process such as; voting, petitions etc. At no time may any executive change the structure of the PHEA without the vote of the membership.
- E.** Although the executive council comes on in a volunteer capacity, an honorarium is fitting for the number of hours spent on PHEA business. The honorarium will be as follows:
 - i.** HSLDA membership will be reimbursed for each executive member as this

⁴ Voted November 2014

⁵ No newsletter is produced for the months of June, July or December

⁶Voted May 25, 2015 Motion #3

membership provides insurance for PHEA at meetings, field trip and sports functions. Changed to President, Vice President, Treasurer, Sports Director and Secretary from all at May 2018 AGM⁷

- ii. One child of each executive member, with the exception of the Sports Director, will have the fees of the PHEA Sports Gym program waived. If the executive member has no children in the PHEA Sports Gym program, they may receive \$160⁸ in lieu.⁹
 - iii. The Sports Director, has a maximum of 4 children subsidized, may substitute an honorarium of \$160 in lieu of each child for a maximum of \$640.¹⁰
 - iv. Minors need to operate on a volunteer basis under the supervision of a paid member, with the paid member accepting ultimate responsibility for the volunteer position¹¹
 - v. The PHEA Sports Program fee waiver does not include the cost of the T-Shirt or any activities in the program that have an extra per person cost involved (i.e. Fencing, martial arts, water polo etc.)
 - vi. No other honorariums will be given, and no compensation will be given to level the dollar amount of the honorarium.
 - vii. One child of each Sports volunteer member, will have the fee of one child in the PHEA Sports Gym program waived (this could be up to 4 volunteers, one for each level (2, 3, 4 & 5)).¹²
- F. Executive council acts in the best interest of the membership in accordance with the set guidelines of the PHEA and through assigning duties in accordance with the set regulations and policies concerning PHEA membership (Section V – Membership) as well as via dialogue, motions, petitions, questionnaires and/or other legal legitimate means.

IV. Behavior Expectations

A. Concerning Activities (offerings of: field trips, outings, physical education and the like)

- i. Offerings of activities and events are advertised through media available to the PHEA: general meetings, newsletter, website, emails, Facebook and telephone communications. Participation is not mandatory but is encouraged. Any member wishing to partake in such events or activities must notify its organizer in advance and be committed to any obligations that it may require.
- ii. Where there is a minimum requirement of participants and a cost is involved, monies must be paid in advance as specified and are not refundable!
- iii. It is the responsibility of the individual member to notify the organizer if they cannot attend the activity for which they have registered.
- iv. All members and parties agree **not to hold** the group Parkland Home Educators Association (PHEA), the executive, their agents, designates and field trip

⁷ Voted AGM May 2010, Adjusted AGM May 2018

⁸ Price change voted AGM May 29, 2017

⁹ Voted May 25, 2015 Motion #4

¹⁰ Voted General meeting February 2012

¹¹ Voted May 25, 2015 Motion #5

¹² Voted May 25, 2015 Motion #9 – adjusted to allow 1 volunteer for each of the 4 levels AGM May 29, 2017

organizers liable or responsible for any damage, loss or personal injuries that occur due to a PHEA organized or sponsored event, function or outing. Members accept all responsibility and liability for any damage, loss or injury, which they, their children or guests may cause or be subject to during such event, function or outing.

- v. Activity protocol
 - a. For any of the activities, participants should arrive at least ten to fifteen (10-15) minutes early.
 - b. Parents or guardians are to stay with their children and are responsible for their behavior and safety.
 - c. Children and parents or guardians whose behavior and manner is questionable (disruptive and disorderly), may be asked to leave by the organizer or person in charge.
 - d. To partake in PHEA activities, one must be a member in good standing. Priority is given to current and returning members to sign up for all activities. However, if space is available after a given deadline, participation may be opened up to non-members.

B. Concerning Family Functions

- i. Members must notify the organizers of the function as to how many people will be attending in their group; family members, relatives or guests.
- ii. It is permissible for members to bring relatives and/or friends to functions with the understanding that these additional people can or will add to the cost of the function therefore a fee may accompany such invites.
- iii. Section IV A. i.-v. applies to all functions.
- iv. If there is an insufficient number of volunteers for the function, the event will be cancelled without notice and any monies collected on an individual or group cost basis for the function and/or activity will be then be refunded.

C. Concerning Meetings

- i. General meetings are held the final Monday of every month; unless a holiday interferes or there are scheduling problems, in which case the membership will be notified via the mediums outlined in the bylaws of PHEA.
- ii. General meetings are intended for adults only but are open to everyone. Childcare is not available and is the responsibility of the individual parents.
- iii. Section IV A. i.-v. Applies to all General and Executive Meetings.
- iv. The Roberts Rules of Order may be used as necessary for orderly conduct of meetings.

V. Official Position of the PHEA concerning Sections I – V

- i. Upon review and investigation by the executive, non-compliance to the regulations and policies of the PHEA may result in suspension of membership privileges as outlined in the bylaws of PHEA.

- ii. The responsibility of home education and all that it entails, belongs solely to the individual member, the PHEA is not and does not claim to be an educational institution. For what the PHEA is and stands for see the Philosophy and Objects as well as PHEA Statement of Faith, Section I.
- iii. The PHEA will not influence registration with any particular school board. It is up to each family to make that decision.
- iv. The PHEA and its Members are committed to the moral support of its individual home education parents and/or guardians. The PHEA will not and cannot be all things to all people. For it to be supportive and continue to be successful the individual member must get involved!
- v. Volunteers and their families run the PHEA and its subgroups. EVERYONE is expected to pitch in by sharing his or her gifts and abilities. If for whatever reason you experience problems with home education, remember, your fellow members support you in this endeavor, so call out to them.
- vi. Once voted on and the date voted and recorded, any manual changes can only be made through a motion and vote process with the membership at a regular or special meeting and then documented with the changes.¹³

¹³ Vote May 25,2015 Motion #6