

CONSTITUTION and BYLAWS

Ratified 4/21/97

PREAMBLE

Scripture directs God's people to "Train a child in the way he should go: and when he is old, he will not turn from it." Proverbs 22:6 We therefore, a number of God-fearing Christian families living in the Grand Traverse Area, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of this organization shall be governed.

ARTICLE 1: NAME

The name of this home school support group shall be TEACH which stands for: Total Education Abiding in Christian Homes.

ARTICLE 2. STATEMENT OF PURPOSE

TEACH is a Christ-centered support group established to provide fellowship and encouragement and to enhance the ability of Bible-believing parents to home-educate their children.

ARTICLE 3. STATEMENT OF FAITH

The members of this organization believe:

A.) All canonical books of the Old and New Testaments, that is, the entire Bible in its original autograph, is the inspired Word of God.

B.) Jesus is the incarnation of God. Members believe in His virgin birth, sinless life, redeeming death, resurrection from the dead, and His ascension into heaven.

C.) God is three-in-one and one-in-three: God the Father, God the Son, and God the Holy Spirit. (Matt.3:16,17 and 28:19)

D.) All have sinned (Romans 3:23) and deserve death, but God's gift is eternal life (Romans 6:23). This gift is freely given when we place our faith in Jesus Christ (Romans 10:8-10). When we receive Jesus as Lord and Savior, we are "born again" (John 3:3,36) and will therefore receive eternal life, while those who reject Jesus Christ will receive eternal punishment. (Matt. 25:46, Rev. 20:15 and Rev. 21:8)

E.) The Holy Spirit actively works to empower the believer to live a holy and godly life. (Eph. 3:16)

F.) Jesus will personally return. (1 Thess. 4:13-18)

Members do not accept the teachings of any individual, group or cult that denies the deity of Jesus Christ or that denies the Trinity (that is God the Father, God the Son, and God the Holy Spirit) and who will not accept Jesus Christ as their Lord and Savior. Members will not accept any attempt to elevate man or anything above, to the level of, God (or a god). Members affirm that Jesus is the one true God (John 1:1) and that there is but one God (Exodus 20:2-6).

ARTICLE 4. MEMBERSHIP

Membership shall consist of those Christian home schooling families who subscribe to this Constitution and Bylaws, and submit a signed Statement of Faith annually to the TEACH Secretary. Memberships will remain in

effect as long as annual dues are current and the member family continues home schooling. New members will be added as outlined in the Bylaws, Section 2: New Members.

ARTICLE 5. ORGANIZATION

A.) Voting Membership: This organization shall be represented by, and administer all its affairs through its voting membership.

B.) TEACH Board of Directors: Responsibility and authority for the daily administration of the Organizational affairs shall be delegated to the TEACH Board of Directors.

C.) Officers of TEACH: The officers of TEACH shall consist of a Director, Assistant Director, Secretary, and Treasurer. They are elected from among those members serving on the TEACH Board in accordance with the Bylaws of this organization.

ARTICLE 6. VALIDITY OF RESOLUTION

All organizational matters shall be decided by the TEACH Board, except as otherwise provided in this Constitution and Bylaws for dealing with certain situations or matters therein specifically mentioned and defined.

ARTICLE 7. AMENDMENTS

Article 2 and Article 3 are not to be amended. The balance of the Constitution and Bylaws may be changed or amended at any general membership meeting. The wording for any proposed amendments must be approved by the TEACH Board and submitted to the membership in writing at least two weeks prior to the meeting at which the amendment is presented for action. No less than 33 1/3% (33.33%) of the TEACH member families must be represented. Member families may be represented by completing and returning an absentee ballot prepared and authorized by the TEACH Board of Directors. There is one vote per family. Three-fourths of the voting families must approve the amendment for it to pass.

BYLAWS of the CONSTITUTION

SECTION 1. PRIVILEGES AND DUTIES OF MEMBERSHIP

- A.) To provide for the proper Christian training of children and/or legal dependents by instruction at home.
- B.) To live morally decent lives before God and men.
- C.) To assist and encourage fellow members with their home school endeavors.
- D.) To willingly volunteer to serve TEACH and its members in any capacity for which their talents and abilities equip them.
- E.) To conscientiously and prayerfully exercise their voting rights in all decisions that come before the membership. Voting rights will be granted to those who are members in good standing and have signed the Statement of Faith (one vote is granted to each member family).

SECTION 2. NEW MEMBERS PROCEDURE AND PRIVILEGES

A.) Home School families who are interested in becoming members of TEACH should request a membership application by writing to TEACH at its post office box. The appropriate TEACH representative, as assigned by the TEACH Board, shall contact the prospective member and will review with the family the purpose of TEACH, read the Statement of Faith, and answer questions asked by the prospective member.

B.) Those who wish to become members of TEACH shall then submit a completed application and dues, along with a signed Statement of Faith to the TEACH Board via the P.O. Box.

C.) The TEACH Board, or its designated Membership Committee, will review the application and signed Statement of Faith along with all other pertinent information to determine the appropriateness of membership.

D.) Upon acceptance of membership by the TEACH Board or its designated Membership Committee, the new member family shall have all privileges and duties as any other TEACH members

SECTION 3. GENERAL MEMBERSHIP MEETINGS

A.) The annual meeting of the membership shall be held in the spring (between April 1 and May 15) of each year. Additional membership meeting may be called by the TEACH Board.

B.) The annual meeting shall include the nominations of members to the TEACH Board of Directors and the adoption of a budget for the subsequent fiscal year.

C.) Meetings should be scheduled and announced at least two weeks prior to the holding of said meeting. Announcements should be made, preferably in written form (i.e. A newsletter), but may be done through a phone message.

D.) An annual auditing committee will be appointed from the volunteer membership at the spring membership meeting. It will consist of three people who are neither Board members nor the immediate past Treasurer. The auditing committee shall audit the previous year's financial records and membership records after the close of the fiscal year. A written Statement of Finding shall be rendered to the TEACH Board by June 30th, and a copy made available to any member who requests one.

SECTION 4. TEACH BOARD

A.) Qualifications for Board Members:

1. Must have a personal relationship with Jesus Christ.
2. Committed and accountable to and fellowship with a local Church body.
3. Spiritual maturity evident in life.
4. Minimum 1 year of active TEACH membership required, 2 years preferred.
5. Must be currently home schooling.
6. Primary objective is to help others in home schooling.
7. Trustworthy and dependable.
8. Able to work within policies and procedures of TEACH.
9. Using Philipians 2:1-4 as a guideline which reads as follows:

"If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."

B.) Purpose:

The Board is a decision making body which will act on behalf and in the interest of the membership between general membership meetings, and also serves as a forum where activities may be discussed, evaluated, and integrated into an overall organizational program.

C.) Selection of the Initial TEACH Board:

The TEACH membership shall nominate members who are qualified and willing to serve on the TEACH Board of Directors by May 1st, 1997. The nominations shall be submitted to the reorganization committee. On or before May 10, 1997, the reorganization committee shall meet to select the initial eight Board members as governed by this Constitution and these Bylaws. The committee shall review each nominee's qualifications against those outlined in Section 4:A of these Bylaws. From the qualified nominees the committee shall select four members to serve two-year terms and four members to serve one-year terms. The committee shall notify those selected before May 23, 1997.

D.) Selection of Subsequent TEACH Boards:

During the Spring of each year, members may nominate those members who are qualified and willing to serve on the TEACH Board for a two-year term. Nominations should be submitted to the current TEACH Board before the adjournment of the annual membership meeting. TEACH Board members may also make nominations but may not nominate themselves. Then the current Board shall review each nominee's qualifications with those outlined in Section 4:A of these Bylaws. From those qualified nominees, the current Board shall vote in four members to serve two-year terms that begin June 1 of the current year and the Board shall notify those selected within two days of its decision.

E.) Election of Officers:

By May 31st of each year, the eight TEACH Board members who will serve for the subsequent year, shall convene an organizational Board meeting to elect the Director, Assistant Director, Secretary, and Treasurer from amongst themselves.

F.) Board Meetings:

Board meetings shall be called at the discretion of the Director OR when three Board members have signed and mailed notice of a special Board meeting.

G.) Board Vacancies:

Should a vacancy on the Board occur, previous nominees will be reviewed and the Board will appoint a replacement who is willing to complete that term.

SECTION 5. OFFICERS AND BOARD MEMBERS RESPONSIBILITIES

A.) Director:

The Director is to preside over all TEACH Board and general membership meetings. These meetings are to be conducted in an orderly and direct manner. The goal of the Director is to provide a stable and smooth flow of all TEACH activities.

B.) Assistant Director:

The Assistant Director is to fill in, at any time needed, for the Director and be able to perform those duties in an orderly fashion.

C.) Secretary

The secretary shall be the official recorder for TEACH. This includes taking accurate minutes of all Board meetings and all general TEACH meetings. These minutes are the official documents for the TEACH organization and shall be kept on file for reference. The official membership roll shall be kept by the Secretary. The Secretary shall also provide members with copies of the Bylaws and the TEACH Directory. The membership records of the Secretary shall be subject to an internal audit on an annual basis.

D.) Treasurer

The Treasurer shall act as the financial recorder of the TEACH organization. This includes collecting all dues from members, making bank deposits, paying bills incurred by TEACH, and providing the Board of TEACH with the financial reports on a monthly basis. Financial reports shall be provided to the TEACH membership at the annual meeting. The financial records of the Treasurer shall be subject to an internal audit on an annual basis.

E.) Trustees:

The remaining four Board members will serve as Trustees and thus are fully involved in decision making of the TEACH Board.

SECTION 6. DEFINITIONS

A.) Fiscal Year~June 1 of current year through May 31 of following year.

B.) Quorum~ 15% of members families present at membership meetings; five Board members present at Board meetings.

C.) Nominations~All nominations must be submitted in writing including the signature of the person making the nomination.

SECTION 7. RESOLVING COMPLAINTS and GRIEVANCES

Members or Officers who have a concern, complaint or grievance should seek a remedy promptly, heeding the word of Scripture: "Be angry, and do not sin, do not let the sun go down on your wrath." (Eph 4:26) It is the desire of TEACH that any misunderstandings among or between its members or officers be rectified by direct discussions of an informal nature among the parties. It is only when such informal discussions fail to resolve differences that members of TEACH, shall have the right to present a complaint, or grievance about the organization, its operations, officers, or members within 30 days. It is the intent of this policy to provide a means for resolving each complaint or grievance in a timely fashion and in a fair and impartial manner and to seek a remedy where appropriate.

We feel that Resolution of conflicts, complaints, disputes, and grievances should be according to general Biblical principles (see below).

Matthew 18:15 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.

16 But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'

17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Galatians 6:1 "Brothers, if someone is caught in sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

Ephesians 5:31 "Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice.

32 Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."

II Timothy 2:14 "Keep reminding them of these things. Warn them before God against quarreling about words; it is of no value, and only ruins those who listen.

15 Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

16 Avoid godless chatter, because those who indulge in it will become more and more ungodly.

23 Don't have anything to do with foolish and stupid arguments, because you know they produce quarrels.

24 And the Lord's servant must not quarrel; instead, he must be kind to everyone, able to teach, not resentful.

25 Those who oppose him he must gently instruct, in the hope that God will grant them repentance leading them to a knowledge of the truth.

26 And that they will come to their senses and escape from the trap of the devil, who has taken them captive to do his will."

Titus 3:1,2 "Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do what ever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men."

Hebrews 12:14 "Make every effort to live in peace with all men and to be holy; without holiness no one will see the Lord.

15 See to it that no one misses the grace of God and that no bitter root grows up to cause trouble and defile many."

When the matter has not been satisfactorily resolved between the parties, or the complaint or grievance was in regard to the organization, then a formal process shall be followed as outlined:

A.) The complainant shall present a written statement to the Board of Directors within thirty (30) calendar days from when the issue was discovered, or reasonably should have been discovered. Included in the statement shall be the nature of the complaint or grievance, the steps taken thus far to resolve the issue, the action desired, and reasons why such action is perceived appropriate.

B.) The Board will schedule a meeting with the party or parties to allow for a discussion of the grievance or complaint in person.

C.) After receiving in writing and hearing in person the concerns, the Board will respond to the complaint in writing within fifteen (15) days of the meeting with the parties.

The decision of the Board of Directors will be final and binding. A copy of the response sent to the parties will be kept in the TEACH files.