



T.E.A.C.H.
Total Education Abiding in Christian Homes
CONSTITUTION and BYLAWS
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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 T.E.A.C.H. which stands for: Total Education Abiding in Christian Homes.

ARTICLE 2: STATEMENT OF PURPOSE

T.E.A.C.H. 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 the 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. (Matthew 25:46, Revelation 20:15 and Revelation 21:8)
- E. The Holy Spirit actively works to empower the believer to live a holy and godly life. (Ephesians 3:16)
- F. Jesus will personally return. (1 Thessalonians 4:13-18 and Acts 1:11)

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, or 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 will consist of two categories: ACTIVE MEMBERSHIP and ALUMNI MEMBERSHIP. ACTIVE MEMBERSHIP is available for those Christian home schooling families who can meet the requirements as outlined in the T.E.A.C.H. Bylaws. 'Alumni' home schooling parents who are committed to the concept and process of home education and who have available time and energy are a great asset to those who are presently home schooling. Therefore, ALUMNI MEMBERSHIP is available to those Christian alumni home schooling families who can meet the requirements as outlined in the T.E.A.C.H. Bylaws.

ARTICLE 5: ORGANIZATION

- A. Voting Membership: This organization shall be represented by, and administer all its affairs through its voting membership of ACTIVE MEMBERS and ALUMNI MEMBERS.
- B. T.E.A.C.H. Board: Responsibility and authority for the daily administration of the organizational affairs shall be delegated to the T.E.A.C.H. Board. Because we believe that those who are actively home schooling their children should have the strongest voice in the direction of T.E.A.C.H., the Board shall be comprised of a majority number of ACTIVE MEMBERS, with ALUMNI MEMBERS being in a minority number.
- C. Officers of T.E.A.C.H.: The officers of T.E.A.C.H. shall consist of a Director, Assistant Director, Secretary, and Treasurer. They are elected from among those members serving on the T.E.A.C.H. Board in accordance with the Bylaws of this organization.
- D. Provision for Dissolution: In the instance that T.E.A.C.H. were to dissolve, all assets, and real property will be granted to the HSLDA, Home School Legal Defense Association.

ARTICLE 6: VALIDITY OF RESOLUTION

All organizational matters shall be decided by the T.E.A.C.H. 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 able 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 T.E.A.C.H. 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 T.E.A.C.H. member families must be represented. Member families may be represented by completing and returning an absentee ballot prepared and authorized by the T.E.A.C.H. 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 their children and/or legal dependents by instruction at home.
- B. To live morally decent lives before God and men. See also SECTION 8: MEMBERSHIP MORAL CODE OF CONDUCT
- C. To assist and encourage fellow members with their home school endeavors.
- D. To willingly volunteer to serve T.E.A.C.H. 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).
- F. Alumni Membership Requirements:
 - 1. Must have been a previous T.E.A.C.H. member in good standing.
 - 2. Agrees with the Statement of Faith and T.E.A.C.H. policies.
 - 3. Has successfully graduated a student through T.E.A.C.H. and no longer has school-aged children.
 - 4. Is approved by the T.E.A.C.H. Board.
 - 5. Pays annual Alumni Membership dues.

SECTION 2: NEW MEMBERS PROCEDURE AND PRIVILEGES

- A. Homeschool families who are interested in becoming members of T.E.A.C.H. should:
 - 1. Complete an application.
 - 2. Read and indicate agreement with the Statement of Faith.
 - 3. Pay annual membership dues which covers from August 1 – July 31.
- B. Upon acceptance of membership by the T.E.A.C.H. Board or its designated Membership Committee, the new member family shall have all privileges and duties as any other T.E.A.C.H. members.

C. Requirements For Termination of Membership:

1. They no longer subscribe to the Constitution and Bylaws and/or the Statement of Faith. Those who cease to abide by the Statement of Faith or the Bylaws of T.E.A.C.H., or in some way bring disrepute to the organization, shall be Biblically confronted by the Board members for restoration. If this process is unsuccessful, such members will be excluded from membership. (Matthew 18:15-17)
2. Members who go against the Moral Code of Conduct as outlined in Section 8 may be terminated.
3. Their annual dues are not current.
4. On rare occasions and with respect for the privacy of the family, the Board retains the right to terminate or not extend membership to any family, without cause, by a super-majority vote, currently 75% in agreement (6 of 8 Board members in agreement.) The Board will decide this in a manner that is consistent with Biblical principles and our resolution process for grievances as outlined in Section 7.

SECTION 3: GENERAL MEMBERSHIP MEETINGS

- A. The annual meeting of the membership shall be held in the spring (between April 1 and June 30) of each year. Additional membership meetings may be called by the T.E.A.C.H. Board.
- B. The T.E.A.C.H. Board for the subsequent year will be announced at the annual membership meeting. The meeting could, if necessary, accept written nominations of members to the T.E.A.C.H. Board of Directors for any remaining vacancies. The budget for the subsequent fiscal year will be available.
- C. General Membership Meetings should be scheduled and announced at least two weeks prior to the holding of said meeting. Announcements shall be made in written or digital form, or by email or website, but may also be done through text, posters, or phone messages to ensure receipt by as many members as possible.
- 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 T.E.A.C.H. Board by September 30, and a copy made available to any member who requests one.

SECTION 4: T.E.A.C.H. BOARD

A. Character 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. Primary objective is to help others in home schooling.
5. Trustworthy and dependable.
6. Able to work within policies and procedures of T.E.A.C.H.
7. Using Philippians 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. Requirements For Being a Board Member:

1. Must have been a member of T.E.A.C.H. for at least one year.
2. Must be an Active Member or an Alumni Member.
3. Board members and T.E.A.C.H. Administrators for CLASS Day, Fine Arts, etc. cannot be Administrative members of another homeschool group unless approved by the T.E.A.C.H. Board.

C. Purpose: The Board is a decision making body who 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.

D. Selection of the initial T.E.A.C.H. Board: The T.E.A.C.H. membership shall nominate members who are qualified and willing to serve on the T.E.A.C.H. Board 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.

E. Selection of Subsequent T.E.A.C.H. Boards: During the spring of each year, members may nominate from the General Membership those who are qualified and willing to serve on the T.E.A.C.H. Board. Nominations are due by May 31. T.E.A.C.H. Board members may also make nominations, however no current Board Members shall submit a nomination in their own name. The current Board shall review each nominee's qualifications with those outlined in Section 4:A of the Bylaws. From those qualified nominees, the current Board shall vote on said members to serve two-year terms, or the

term determined by any unexpected vacancy which has occurred. Terms shall begin on August of the current year. The Board shall notify those selected within two days of its decision.

- F. Election of Officers: By August 31 of each year, the eight T.E.A.C.H. 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.
- G. Board Meetings: Board meetings shall be called at the discretion of the Director or when three Board members have signed and mailed or emailed notice of a special Board meeting. Zoom meetings, email discussions, or something similar may be used for official Board business for time sensitive items or in extreme situations, especially when Motions are presented or voting is required.
- H. 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 the term.

SECTION 5: OFFICERS AND BOARD MEMBERS RESPONSIBILITIES

- A. Director: The Director is to preside over all T.E.A.C.H. Board and General Membership Meetings. These meetings are to be conducted in an orderly and direct manner according to Robert's Rules of Order. The goal of the Director is to provide a stable and smooth flow of all Board activities. It is the Director's responsibility to set the agenda for each monthly Board Meeting according to the input of the other Board Members prior to the meeting.
- 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 T.E.A.C.H. This includes taking accurate minutes of all Board meetings and all general T.E.A.C.H. meetings. These minutes are the official documents for the T.E.A.C.H. 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 T.E.A.C.H. 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 T.E.A.C.H. organization. This includes collecting all dues from members, making bank deposits, paying bills incurred by T.E.A.C.H., and providing the Board of T.E.A.C.H. with financial reports on a monthly basis. Financial reports shall be provided to the T.E.A.C.H. membership at the annual meeting. The financial records of the Treasurer shall be subject to an audit on an annual basis. The Treasurer is also responsible to present a budget to the Board of Directors for approval one month prior to the Annual Membership Meeting. Once approved, the budget shall be presented to the general T.E.A.C.H. Membership.
- E. Trustees: The remaining four Board members will serve as Trustees and thus are fully involved in decision making of the T.E.A.C.H. Board.

- F. T.E.A.C.H. Board Members: All T.E.A.C.H. Board members are to serve as needed to oversee one or more areas of responsibility: including but not limited to academics, field trips, member services (i.e. Mom’s Night Out), new member services, communications, athletics, and special events.
- G. Requirements for Termination of a Board Member:
 1. The Board Member no longer subscribes to the Statement of Faith, and/or the Constitution and Bylaws.
 2. The Board Member found to be negligent in their duties and responsibilities of their Board position. The remaining Board Members would then counsel with that Board Member and decide if removal action is required.

SECTION 6: DEFINITIONS

- A. Fiscal Year: August 1 to July 31
- B. Quorum: 15% of the member families present at Membership Meetings, five Board Members present at Board Meetings, or in the case of fewer than eight members due to unexpected absences or vacancies on the Board, 2/3 of the current number of sitting Board Members.
- C. Nominations: All nominations must be submitted in writing including the signature of the person making the nomination.

SECTION 7: RESOLVING COMPLAINTS and GRIEVANCES

- A. Informal Resolution: Members or Officers who have a concern, complaint or grievance should seek a remedy promptly, heeding the words 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 T.E.A.C.H. 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 T.E.A.C.H., 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.

Matthew 18:15-17 “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. 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.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat them 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 yourselves, or you also may be tempted.”

Ephesians 4:31-32 “Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

II Timothy 2:14-16 “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. 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. Avoid godless chatter, because those who indulge in it will become more and more ungodly.”

II Timothy 2:23-26 “Don’t have anything to do with foolish and stupid arguments, because you know they produce quarrels. And the Lord’s servant must not quarrel; instead, he must be kind to everyone, able to teach, not resentful. 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. 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 whatever is good, to slander no one, to be peaceable and considerate, and to show true humility to all men.”

Hebrews 12:14-15 “Make every effort to live in peace with all men and to be holy, without holiness no one will see the Lord. See to it that no one misses the grace of God and that no bitter root grows up to cause trouble and defile many.”

B. Formal Resolution: 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:

1. 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.
2. The Board will schedule a meeting with the party or parties to allow for a discussion of the grievance or complaint in person.
3. 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 T.E.A.C.H. Files.

SECTION 8: MEMBERSHIP MORAL CODE OF CONDUCT

T.E.A.C.H. members will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior.

Moral misconduct (including but not limited to homosexuality, sexual orientation, gender expression, or gender identity) violates the requirement of members being Christian role models. Members acknowledge that the unique roles of male and female relationships are clearly defined in Scripture (Romans 1:24-27; I Corinthians 6:9-20).

T.E.A.C.H. Members will abide by this Code of Conduct: (1) using the restrooms, locker rooms, and changing facilities conforming with one's biological sex; (2) participating in activities in conformance with one's biological sex; and (3) faithful conduct within the marital union of one man and one woman as clearly defined in Scripture (Genesis 1:27-28, 2:21-24). This list is not considered to be exhaustive.

This statement is not intended to limit the organization's ability to reach or serve a particular group, but rather to protect T.E.A.C.H. from being forced to operate in a way that violates its religious beliefs.