

**BY-LAWS OF THE TEXARKANA EDUCATORS'  
ASSOCIATION OF  
CHRISTIAN HOMESCHOOLERS**

**ARTICLE I  
NAME**

1. The name of the organization shall be Texarkana Educators' Association of Christian Homeschoolers (TEACH), a not-for-profit organization. TEACH is a group of Christian families who agree that it is their privilege to teach and train their children, and that this responsibility is given to them by God (Deuteronomy 6:6-7; Proverbs 22:6; and Ephesians 6:4).
2. No activity, publication, or seminar shall use the name of TEACH or receive endorsement by TEACH unless approved by a majority vote of the Board of Officers.

**ARTICLE II  
PURPOSE**

The purpose of this organization is to provide Christian home schooling families in our local area with:

1. Christian support and fellowship
2. Group activities and field trips
3. Additional educational opportunities
4. Resource and curricula information
5. Political and legal action updates
6. Opportunities for parental interaction

**ARTICLE III  
DOCTRINAL STATEMENT**

This support group intends to be Christ-centered, doing all things in a manner which honors Biblical principles and brings glory to His name.

The acknowledgement of God is an ingredient that must be included in our home school group in order for us to enjoy any form of widespread, continuing success. The Book of Proverbs declares "In all your ways, acknowledge Him, and He will direct your paths." (Proverbs 3:6)

The Bible also records God as having promised: "Whosoever honors me, I will honor. And...whoever disregards me, I will disregard." (I Samuel 2:30)

We are adopting a limited doctrinal statement to these fundamental positions:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16).
2. We believe there is one God. Eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 3:16-17; John 1:1-14).
3. We believe in the deity of Christ (John 10:30), His virgin birth (Isaiah 7:14; Matthew 1:18-21), His sinless life (Hebrews 4:15), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3), His Bodily resurrection (I Corinthians 15:4-5), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and 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; Ephesians 1:7-8; 2:8-10).
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).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9).
7. 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; John 16:13-15).

#### **ARTICLE IV** **MEMBERSHIP**

1. Application for membership is made annually according to the By-laws.
2. Application for membership shall be open to Christian home schooling families who agree to abide by these By-laws. In this organization, a family is defined as follows: one male and one female, related by the institution of marriage (not common law), with one or more children; or, single parent or grandparent with one or more (grand) children.
3. Membership shall not be open to groups, organizations, institutions, or the like.
4. Applications for membership are subject to approval by the board of officers.
5. Those of differing Christian faiths may participate in all activities providing they do not seek to influence other members or propagate opposing religious views or cause disunity within the organization.
6. Membership dues shall be charged per family as recommended by the Board of Officers with the approval of the membership.

7. TEACH recognizes June 1 through May 31 as the fiscal year. The Board of Officers must approve any exceptions.
8. This organization shall be considered a cooperative effort. Each member family is encouraged to find some way to participate actively in the functions of the group, whether in leadership or in assisting one of the activity coordinators. Members are also encouraged to make recommendations, suggestions, or complaints in writing to the Board of officers.
9. Members and their guests are expected to abide by Field Trip and Social Function Regulations for TEACH.
10. In order to respect the privacy of the members of TEACH, no one shall give out membership or individual names to people outside TEACH without the express consent of those particular individuals.

#### **ARTICLE V NON-MEMBERS**

Members are encouraged to invite and bring non-member guests to TEACH sponsored events. These events are planned and coordinated for TEACH members in particular. Many hours are spent in planning to ensure each activity or event is a successful learning experience. Therefore, non-members may attend up to three TEACH sponsored events in one year. TEACH sponsored events may include but are not limited to field trips, social events, banquets, academic activities, bowling, etc., any exceptions must be approved by the Board of Officers.

#### **ARTICLE VI MEETINGS**

1. TEACH has monthly meetings, August through May.
2. Special meetings may be called from time to time by a majority of the Board of Officers for various purposes.
3. Business matters presented by the Board of Officers will be decided by majority vote, unless otherwise provided in these By-laws.

#### **ARTICLE VII ELECTIONS**

1. Nominations
  - a. At least two months prior to the annual election of officers, the Board of Officers shall name at least three members to an Elections Committee.

- b. If any member of the Elections Committee chooses to run for any office, the Board of Officers will appoint a replacement for that Elections Committee member.
  - c. Any member or husband/wife team desiring to run for office shall submit his name to a committee member by the March meeting. The nominations will be closed at the March meeting.
  - d. A member may also submit the name of another active member with his prior approval.
  - e. Only active members of at least twelve (12) months may be nominated.
  - f. At the April meeting, the Elections Committee Chairman shall place in nomination the names of those members running for each office who meet the qualification of officers.
  - g. At the May meeting, election shall be by a majority vote of members.
  - h. In the event there are not enough candidates to fill every office, a member may run for more than one office.
2. Voting
- a. Each member family shall have one (1) vote.
  - b. Only members will be permitted to vote.
  - c. Absentee ballots must be signed and received at or before the May meeting to be counted.
  - d. The Elections Committee at the May meeting will count ballots.
  - e. The Elections Committee Chairman shall announce results of voting at the May meeting.
  - f. Newly elected officers will assume office on June 1.

**ARTICLE VIII**  
**QUALIFICATIONS OF OFFICERS**

To serve as an officer of TEACH, an individual or husband/wife team must:

1. Be a member of TEACH for at least twelve (12) months prior to assuming office. To serve as the President, an individual or husband/wife team must also have served at least one (1) year on the TEACH Board of Officers.
2. Sign his/her agreement with the Doctrinal Statement of TEACH.
3. Have attended four (4) of the first eight (8) general meetings of the fiscal year.

**ARTICLE IX**  
**DUTIES OF OFFICERS**

1. TEACH is a voluntary organization maintaining the following offices each having two (2) year terms and rotating as follows:
  - President – odd
  - Vice-President – even
  - Secretary – odd
  - Treasurer – even
  - Academic Activities Coordinator – odd
  - Web Administrator – even
  - Membership Director – odd(Odd and even year is defined as the year in which the election is to take place.)
2. All officers are expected to attend all meetings. All officers must attend five (5) of the ten (10) regular monthly meetings and three (3) of the five (5) regular board meetings while in office. If an officer fails to fulfill his duties as an officer, the board may vacate the office.
3. If an officer's position is vacated, with the exception of the President, the vacant position will be filled at the next general meeting. At least one (1) week prior to the general meeting the Secretary shall notify all members of the person recommended by the Board of Officers and that a vote will be taken to fill the vacated position. The recommendations must be approved by a 2/3rds majority vote of the members present at the general meeting in which the prior notification has been given. If the office of President is vacated, the Vice-President will fill it and the position of Vice-President will be filled as described herein.
4. The *President* shall:
  - a. See that all officers and chairmen fulfill their respective duties.
  - b. Preside over all meetings of the Board of Officers and call special sessions of the board if necessary.
  - c. Preside over all meetings and call special meetings.
  - d. Direct the Board of Officers in the January Board of Officers meeting to select the Elections Committee.
  - e. Secure suitable speakers for the general meetings and appreciation gift for the speakers.
  - f. Enforce these By-laws and recommend amendments to the Board Officers.
  - g. Have access to the checkbook with authority to write checks. Report all checks written within seven (7) days to the Treasurer.

- h. Mail letter inviting non-member guests to join TEACH and inform them of our non-member policy upon receipt of notification of their attending three TEACH sponsored events in any one school year.
  - i. Prepare and deliver a notebook providing helpful information to incoming President at the Officer Orientation Meeting.
5. The *Vice-President* shall:
- a. Exercise the duties of the President in the President's absence.
  - b. Select members to serve as sub-chairmen on committees under authority of the office. The committees may include but shall not be limited to seasonal parties, end of the year banquet, Park Day, etc. Coordinators of social events/activities are under the supervision of the Vice President.
  - c. Check sign in sheets for every TEACH sponsored social event/activity and notify President of each non-member guest who has attended three TEACH sponsored events in any school year.
  - d. Prepare in writing for the newsletter a list of activities planned for the appropriate months including all the information needed by the members to participate.
  - e. Prepare short articles for the newsletter summing up activities the group participated in the month prior including a thank you to the people involved in planning and helping with that activity.
  - f. Insure that thank you notes to field trip contacts or others affording opportunities to our group have been written.
  - g. Inform sub-chairmen of their allotted budget; collect receipts with explanations to give to the Treasurer.
  - h. Keep the Board of Officers informed of expenditures relating to activities and stay within allotted budget for each activity.
  - i. Have sub-chairman fill out a summary of events to aid the next sub-chairman of that activity.
  - j. Prepare and deliver notebook to incoming Vice-President by June Officer Orientation Meeting with summary of events and organizational tips.
6. The *Secretary* shall:
- a. Take the minutes of all Board meetings and general meetings and file them in a designated notebook. A Copy of the Board meeting minutes will be sent to each Board member in a timely manner.
  - b. Serve as the Editor of the TEACH Newsletter. This task shall include:

- i. Maintaining a current mailing list with the help of the Treasurer.
  - ii. Communicating the printing deadlines to the Board of Officers so that all members have the opportunity to submit items.
  - iii. Including appropriate information in the newsletter according to the guidelines set by the board.
  - iv. Preparing the newsletter.
  - v. Having it copied at reasonable prices.
  - vi. Mailing it according to the set schedule.
- c. Notify all members of any special elections as determined by the board.
  - d. Prepare and deliver notebook containing minutes, back issues of the newsletter, and other helpful information pertaining to the newsletter to the incoming Secretary.
7. The *Treasurer* shall:
- a. Collect the funds of the association and deposit it within two weeks of receiving them with the bank designated by the Board of Officers and disburse it under the direction of the board.
  - b. Make a financial report at each board meeting. Submit same financial report to Secretary for publication in the newsletter.
  - c. Present to the Board of Officers a proposed budget for the year by the June board meeting and present final draft of budget at August general meeting.
  - d. Keep accurate records of all receipts and disbursements.
  - e. Have access to the checkbook with authority to write checks.
  - f. Prepare and deliver a notebook to the incoming Treasurer by the June officers Orientation meeting containing the budget for the past year, including receipts and disbursements.
8. The *Academic Activities Coordinator* shall:
- a. Select members to serve as sub-chairmen on the committees under the authority of this office. The committees may include but shall not be limited to planning educational activities, science fairs, spelling bees, field days, book clubs, bowling, Perot Theater Series, etc. Sub-chairmen of TEACH academic activities are under the supervision of the Academic Activities Coordinator.
  - b. Check sign-in sheets for every TEACH sponsored event/activity and notify President of each non-member guest who has attended three TEACH sponsored events in any school year.
  - c. Prepare, in writing, for the newsletter a list of activities planned for the appropriate months, including all information needed by the members to participate.

- d. Prepare short articles for the newsletter summing up activities the group participated in the month prior, including a thank you to the people involved in planning and helping with the activity.
  - e. Insure that thank you notes to academic contacts or other affording opportunities to our organization have been written.
  - f. Inform people planning activities of their allotted budget and collect receipts with explanations to give to the Treasurer.
  - g. Keep the board informed of expenditures relating to activities and stay within allotted budget for each activity.
  - h. Have sub-chairman fill out form provided to aid the next sub-chairman of that activity.
  - i. Have access to the checkbook with the authority to write checks. Report all checks written within seven (7) days to the Treasurer.
  - j. Prepare and deliver notebook to incoming Activities Coordinator by June Officer Orientation Meeting with summary of events and organizational tips.
9. The **Web Administrator** shall:
- a. Update the TEACH website.
  - b. Assist TEACH members in utilizing the content of the TEACH website.
  - c. Add/modify/delete web content with TEACH board approval.
10. The **Membership Director** shall:
- a. Receive and process applications each year.
  - b. Collect membership dues each year and then transfer those dues to the treasurer for deposit in a timely manner.
  - c. Work with the Web Administrator to maintain and update the member list data base or membership directory.
  - d. Be available for orienting families new to TEACH by consulting with them and directing them to the help they need.
  - e. Regularly check the "approve signups" administrative function on the TEACH site and respond appropriately to requests for membership.
  - f. After the application has been reviewed the Membership Director will follow up to answer any questions a new member may have and to notify them if their application is accepted.



**ARTICLE X**  
**BOARD MEETINGS**

1. There shall be five (5) regular board meetings of the Board of Officers each year: June, July, October, January, and March.
  - a. The June meeting shall be for the purpose of orienting the newly elected officers. Both the outgoing officers and the newly elected officers will attend the Officers Orientation Meeting and discuss, revise and adopt the budget for the year as presented by the Treasurer.
  - b. The July Board Meeting shall include but not be limited to the following objectives:
    - i. Board members will give reports relating to activities occurring since the last regular board meeting.
    - ii. Discuss objectives presented by the board members pertaining to activities for the months of August, September, and October.
  - c. The October Board Meeting shall include but not be limited to the following objectives:
    - i. Board members will give reports relating to activities occurring since the last regular board meeting.
    - ii. Discuss objectives presented by the board members pertaining to activities for the months of November, December, and January.
  - d. The January Board Meeting shall include but not be limited to the following objectives:
    - i. Board members will give reports relating to activities occurring since the last regular board meeting.
    - ii. Discuss objectives presented by the board members pertaining to activities for the months of February and March.
    - iii. Make appointment of the Elections Committee.
    - iv. Review By-laws and approve suggested amendments to present to membership at the February general meeting.
  - e. The March Board meeting shall include but not be limited to the following objectives:
    - i. Board members will give reports relating to activities occurring since the last regular board meeting.
    - ii. Discuss objectives presented by the board members pertaining to activities for the months of April and May.
2. A quorum of the Board of Officers shall be required to conduct business at board meetings. A quorum of the board shall be at least four (4) members of the Board of officers.
3. The Secretary will send a copy of the board meeting minutes to each board member in a timely manner.
4. Board members must attend at least three (3) of the five (5) regular board meetings.

**ARTICLE XI**  
**COMMITTEES**

The Board of Officers may appoint standing or special committees. The Board of Officers shall state the duties of any such committee upon their appointment and such committee shall cease to exist when their final report is accepted, adopted, or canceled by the Board of Officers.

**ARTICLE XII**  
**NEWSLETTER**

1. TEACH will publish a newsletter monthly or quarterly at the discretion of the Board. Submissions of material must be made to the Secretary.
2. The purpose of the newsletter is to provide ideas, information, classified ads, and a calendar of events that edify and benefit home schooling as well as publication opportunities for our children. Since the primary purpose of the newsletter is not to publish editorials, opinions, and prophecies, all items submitted are published at the discretion of the newsletter editor, who is under the authority of the board.

**ARTICLE XIII**  
**FIELD TRIPS AND ACTIVITIES**

TEACH plans regular field trips and other extra-curricular activities. Relevant information will be published in the monthly newsletter. All participants are expected to abide by the Field Trip and Social Function Regulations for TEACH.

**ARTICLE XIV**  
**PROCEDURES**

*Robert's Rules of Order, Newly Revised* shall guide all procedure and parliamentary matters of the association and board meetings.

**ARTICLE XV**  
**CODE OF CONDUCT**

In all meetings and activities we choose, we will purpose to glorify Christ in our conduct. In any situation of conflict, the members are expected to apply Matthew 18: 15- 17 prayerfully and lovingly. If a problem continues, please ask the officers to act as the "witnesses" described in Matthew 18:16. We acknowledge the Bible as the final source of authority for all our decisions.

**ARTICLE XVI**  
**DISSOLUTION**

In the event of dissolution of the association, all liabilities and obligations of the association shall be paid; satisfied and discharged or adequate provision made thereof to the extent possible by the assets of the association, but shall not become the liability of the board members. Any obligations shall be given to a legal association (i.e. The Rutherford Institute, Home School Legal Defense Association, or others of like nature) as determined by the majority of the remaining members.

**ARTICLE XVII**  
**EXECUTION AND AMENDMENT**

1. These By-laws shall become effective upon approval by three-fourths (3/4) vote of the members present and voting at the general meeting called for that purpose.
2. These By-laws may be amended, repealed or altered in part by the following procedure:
  - a. The proposed amendment must be submitted in writing to the board for approval at least two (2) weeks prior to being submitted to the membership.
  - b. If approved by the board, the membership shall be notified in writing of the present wording and/or proposed amendment and that a vote is to be taken at the next scheduled meeting concerning the proposed amendment.
  - c. The proposed amendment shall be submitted in writing to the general membership for discussion and vote at a regularly scheduled meeting.
  - d. Signed absentee votes received at or before the time of the scheduled meeting will be counted.
  - e. If approved by a three-fourths (3/4) majority vote of these members voting at the scheduled meeting, the proposed amendment shall become effective.
3. By-laws are to be reviewed annually.
  - a. Any proposed amendment must be submitted in writing to the board for approval at least two (2) weeks prior to being submitted to the membership at the February general meeting.
  - b. The By-laws are then either approved as written by a simple majority or approved as amended by a three-fourths (3/4) majority vote of these members voting at the March general meeting.