

# **BYLAWS OF MCKINNEY AREA CHRISTIAN HOMESCHOOLERS**

## **Article I – Organization Overview**

### **Section 1 – Name**

The name of this organization shall be the McKinney Area Christian Homeschoolers (“MArCH”), and this document will serve as the Bylaws of MArCH (the “Bylaws”).

### **Section 2 – Legal Designations**

MArCH is a nonprofit corporation incorporated in the state of Texas under the Texas Nonprofit Corporation Act, Art. 1396 - 1.01. The principal office of MArCH is in Collin County, state of Texas, at the place stipulated in the Articles of Incorporation and any amendments thereof. MArCH may have such other offices, either within or outside of Collin County, state of Texas, as the Board of Directors (the “Board”) may determine, or as the affairs of MArCH may require from time to time. MArCH shall continuously maintain in the state of Texas a registered office and a registered agent.

### **Section 3 – Fiscal Year**

MArCH’s fiscal year shall begin on June 1st of a given year and shall end on May 31st of the next calendar year.

## **Article II – General Provisions**

### **Section 1 – General Purpose**

The purpose of MArCH shall be to provide a Christ-centered setting for social activities and educational programs for its homeschooling members.

### **Section 2 – Affiliation Statement**

MArCH is a Christian organization. MArCH is self-affiliated with the worldwide church of believers of Jesus Christ who has, would, or could affirm the Statement of Faith. MArCH neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization, which give Christian recognition to unbelievers or advocates multi-faith union.

### **Section 3 – God’s Word**

As God’s Word is revealed in The Holy Bible, as stated in our Statement of Faith, it shall be the final authority for governing the principles, policies, and processes of MArCH.

## **Section 4 – Principles, Policies, and Processes of MArCH**

The principles, policies, and processes of MArCH are included in: The MArCH Statement of Faith, the MArCH Bylaws, all approved operating documents, the MArCH website, MArCH social media, emails from MArCH leadership, and other methods approved by the MArCH Board.

## **Section 5 – Disagreement and/or Conflict within the MArCH Organization**

Conflict Resolution - The preferred process for the resolution of any and all conflicts arising within the context of the MArCH organization should follow the principles laid out in Matthew 18:15-17. The Board should be made aware of any conflict that requires conflict resolution. Members should refer to the Biblical Conflict Resolution Process found in the MArCH General Handbook.

## **Article III – Membership**

### **Section 1 – Membership Benefits**

MArCH membership is required to attend and participate in member-only MArCH-sponsored activities and programs, to receive information and updates from MArCH sources, and to participate in MArCH-administered groups. A member's access to MArCH benefits may be restricted if the member is not in good standing.

A member in good standing is a member who is current on all dues and payments to the MArCH organization, has fulfilled the requirements for membership, who continuously affirms or acknowledges MArCH's entire Statement of Faith, who is not on probation, nor has voluntarily withdrawn, been suspended, or expelled from MArCH.

### **Section 2 – Membership Eligibility**

The Board may establish whether MArCH is accepting applications for membership and may establish a waitlist for membership when desired. When MArCH is accepting membership applications, potential members must meet at least one of the following eligibility requirements:

- A. Potential/Current Homeschool Legal Guardian(s).** Any legal guardian(s) of children actively engaged in or contemplating the homeschooling of their children or the children in their care.
- B. Extended Family of Legal Guardian(s).** Any extended family member actively engaged in or contemplating the homeschooling of extended family's children or helping the legal guardian homeschool their children.
- C. Alumni MArCH Members.** Former MArCH members as alumni MArCH members.
- D. Outside Instructor.** An instructor of a MArCH-sponsored program who does not meet any of the other above criteria for membership. Non-dual credit instructors must be MArCH members to instruct in MArCH programs.
- E. Exceptions.** The Board may allow or deny membership as an exception to the criteria above with a 2/3 majority vote.

In addition to the above criteria for eligibility, the Board may establish additional criteria for membership as provided for herein and/or as provided for in an application for membership.

## **Section 3 – Membership Process**

### **A. Complete a Membership Application**

### **B. Membership Director will review the application for completeness and eligibility**

- a. Membership Director may follow up with the applicant if more information is needed
- b. Membership Director may consult additional Board members
- c. Potential member is notified of the decision

## **Section 4 – Statement of Faith**

All members must affirm or acknowledge the Statement of Faith on a continuing and ongoing basis. All members in leadership positions in MArCH, the primary homeschooling member (e.g., primary legal guardian or extended family member), and all member instructors in MArCH-sponsored programs must affirm the Statement of Faith. The Statement of Faith is a separately adopted document by the Board and is incorporated herein.

## **Section 5 – MArCH Member’s Responsibility to Report Potential Unlawful Acts**

MArCH members are required to follow applicable state law regarding mandatory reporting requirements about abuse. Texas law requires that any person suspecting that a child has been abused or neglected must immediately make a report. If there is an emergency, call 911. Reports can be made by calling the DFPS Texas Abuse Hotline at 1-800-252-5400. A report can also be made online (<https://www.txabusehotline.org>). Only after legal reporting obligations have been met and when the report involves an allegation or occurrence at a MArCH-sponsored activity and/or involving a MArCH member, the reporting member must let a Board director know of the fact of the reporting.

## **Section 6– Enforcement of MArCH principles, policies, or processes**

Enforcement of MArCH principles, policies, and processes is important for the welfare of the MArCH community, and as such, corrective action or discipline may be undertaken against members or a participating child in a member’s care for behavior constituting a violation of a MArCH principle, policy, or process. Corrective action may be undertaken at the time of a witnessed violation of a principle, policy, or process of MArCH by another member, instructor, or administrator. If a corrective action does not result in corrected behavior, e.g., the violation is egregious, ongoing, repeated, systemic, or the like, discipline may be warranted and/or one or more representatives from the Board may contact or meet with the involved parties to address the issue. Resolving the issue may be treated under the principles of Conflict Resolution provided above. Enforcement may result in discipline on a case-by-case basis.

## **Article IV – MArCH Fees**

### **Section 1 - General Provisions**

MArCH Fees include Annual Membership Dues, Program Fees, Participation Fees, and Other Fees collected directly by MArCH or a MArCH committee. Annual Membership Dues include the fees collected for being a member of MArCH. Program Fees include the fees collected for the opportunity for members to participate in MArCH programs, such as Co-op or Drama. Participation Fees include the fees collected which may vary based on the selection of the participant, such as individual class fees

for Co-op. Other Fees include any monies collected directly by MArCH or a MArCH committee which are not Annual Membership Dues, Program Fees, or Participation Fees. Fees or costs paid by a member for participation in a sponsored-activity paid directly to another party are not MArCH fees.

## **Section 2 – MArCH Annual Membership Dues**

Annual membership in MArCH follows the fiscal year. The annual dues for membership is determined each year by the general membership at the annual general membership meeting. In the event that annual dues are not determined at the Annual General Membership Meeting, the Board may set the annual dues not to exceed 20% of the previous year's annual dues. The Board may determine a policy for prorated or discounted annual dues for new member families joining after the beginning of the membership year.

## **Section 3 – MArCH Program Fees and Participation Fees**

The Board may empower a Committee the authority to collect Program Fees (e.g., per family or per child registration fees, annual fees, etc.) and Participation Fees (e.g., per class fee or per activity fee) for a Committee-managed program. Program Fees and Participation Fees collected by a Committee remains earmarked for use by that Committee. The Board may, from time-to-time, choose to reallocate earmarked fees from one committee to another committee or the general fund as set forth below (see Article VII).

## **Section 3 – Delinquency of MArCH Fees**

No member delinquent in payment of any MArCH Fees shall be eligible to vote (see Article V, Section 2E) or to enjoy any of the other privileges or benefits of membership (see Article III, Section 1). For example, MArCH members and/or the children of MArCH members cannot participate in MArCH programs or sponsored-activities while delinquent on any MArCH Fee, unless an exception has been approved by the Board.

## **Section 4 – Waiver of Fees**

The Board may waive MArCH Fees on a case-by-case basis by petition or on its own accord. MArCH Fees may be waived, for example, for financial hardship or other reasons. Waived MArCH Fees shall be waived for no more than one year at a time. A waiver of MArCH Fees does not diminish any member benefits. The Membership Director should notify the member within a timely manner of the decision to waive a member's dues.

# **Article V – Meetings**

## **Section 1 – General Provisions**

It is recommended that MArCH leaders who conduct any MArCH business meetings follow Robert's Rules of Order, Newly Revised, for purposes of orderliness. Meetings may be held in person or remotely.

## Section 2 – Board Meetings

- A. Regular Board Meetings.** Regular meetings of the Board may be held at such time and place as the Board may determine. Notification of the said meeting and the agenda must be sent out by the President to all Board Officers a minimum of 48 hours prior to the meeting.
- B. Special Board Meetings.** Special meetings of the Board may be held upon a call of the President, on written demand by at least two Officers of the Board to the Vice President, or by at least three Officers of the Board. Board Officers must have at least a 24-hour notice of the said meeting.
- C. MArCH Members’ Ability to Attend a Board Meeting.** The Board may hold open Board Meetings in which at least a portion of the meeting is open to MArCH members, while a portion of the meeting may be held in executive session. Presence of a MArCH member at a Board meeting does not infer any right to speak at the Board meeting, though the Board may offer a member forum at Board discretion. The Board may invite a particular MArCH member as a guest to attend a Board meeting agreed upon by a simple majority (51%) of the Board. MArCH members may request an invitation to attend a meeting as a guest on approval of the Board by contacting a Board member with the request no less than 24 hours prior to an announced meeting.
- D. Quorum.** Quorum is satisfied when those representing one more than half of the occupied Board Officer positions are present at a Board meeting for purposes of conducting Board business.
- E. Voting.** Each Board position shall have one vote, e.g., each married couple (one husband and one wife) may exercise one vote. For all measures voted upon in a Board Meeting, votes are tallied according to the number of Board Officers present so long as quorum is met. For all measures voted upon outside a Board Meeting, votes of Board Officers taken outside of a meeting (e.g., by text, email, or voice) shall be tallied based on the total number of occupied Board Officer positions.
- F. Waiver of Notice.** Participation in a Meeting by a Board Officer constitutes waiver of any notice requirement by that Board Officer.

## Section 3 – Annual General Membership Meeting

The Annual General Membership Meeting must include the following:

1. Ratification of Board Candidates (see Article VIII, Section 2).
  2. Presentation of Treasurer’s Annual Report (see Article VII, D).
  3. Review of Annual Membership Dues if changed from previous year (see Article IV, Section 1).
- A. Timing.** MArCH’s Annual General Membership Meeting is preferably held before the end of the fiscal year. If the annual meeting does not take place before the end of the fiscal year, it shall be held within a reasonable time thereafter; the Board and Nominations Committee may hold over until the meeting occurs. To postpone the Annual General Membership Meeting, the Board must

approve by a 2/3 vote. The Annual General Membership Meeting may be held online or partially online using a video conference.

- B. Meeting Notice.** The Board shall give at least two-weeks email notice to MArCH members prior to the Annual General Membership Meeting. A meeting agenda shall be provided at least 72 hours before the Annual General Membership Meeting.
- C. Quorum.** 10% of MArCH members in good standing present at any Annual General Membership Meeting will constitute a quorum for any vote that takes place at that meeting. In the event that quorum is not met, the meeting shall be adjourned and 5% of MArCH members in good standing will constitute quorum for a reconvened Annual General Membership Meeting. For a meeting conducted by phone, video conference, or audio conference, a participant's presence can be noted by an audio and/or video confirmation.
- D. Vote.** Each MArCH member family shall be entitled to one vote in matters as shall come before the organization.

#### **Section 4 – Special Business Meetings**

A Special Business Meeting including a vote of the general membership may be held at any time upon a 2/3 majority vote of the Board. A Special Business Meeting for the purpose of considering a removal of a Board member by the general membership must be called by the Board upon a signed petition by the MArCH members representing 20% of MArCH members in good standing. (See Article VI.2.C.5). The President or Board shall give at least one week email notice to MArCH members prior to the Special Business Meeting. Quorum rules and Voting rules are the same as that provided for the Annual General Membership Meeting.

### **Article VI – Board Overview**

#### **Section 1 – Roles of the Board**

- A. MArCH Bylaws.** The Board shall act as the primary caretaker of the MArCH Bylaws.
- B. General Authority.** The Board will have general supervision and control of all committees and activities of the organization. All MArCH programs operate under the ultimate authority and supervision of the Board.
- C. Board Authority to Enter into Agreements.** The Board may make agreements with other organizations and individuals, subject to the following conditions.
  - 1. Presentation.** All contracts and agreements are to be brought before the Board for review prior to signing or commitment.
  - 2. Signatories required for contracts to be effective.** All contracts must be signed by a minimum of two Board Officers, one of which must be either the Treasurer or the President. If the contract involves a Committee which is Chaired by a Board Officer, that Board Officer must also be a signatory of the contract. Authorized contracts are signed on behalf of the entire Board.

3. **Debt.** Except as agreed upon by the general membership, the Board may not incur debt on behalf of MArCH which is greater than the prior year's income on annual membership dues.
4. **Responsibility of each Board Officer with respect to the agreeing party.** Each Board Officer seeking to enter into an agreement is responsible to make the other party of the agreement aware of these limitations.

## Section 2 – General Provisions

- A. **Board Officers.** The management of the committees and activities of MArCH shall be vested in the Board consisting of the following offices: President, Vice President, Treasurer, Secretary, and the Directors of: Co-op, Membership, Information Technology, Communications, Activities, and Graduation.
- B. **Board Unity.** The Board operates as a single unit. The individual votes of Board members shall not, unless agreed upon by 2/3 majority of the Board, be communicated outside of the Board meetings. Sharing individual votes with anyone outside of the Board qualifies as grounds for removal. Communications between Board Officers regarding Board business is presumed confidential and cannot be shared except as agreed upon by the Board.
- C. **MArCH Fees.** The Board maintains oversight of all MArCH Fees. The Board may empower a MArCH committee to maintain its own accounting. The Board may upon a 2/3 vote, reallocate funds earmarked for one committee to another committee or the general fund for good reason. In such situations, the Treasurer (or other Board representative) will notify the affected committees.
- D. **Term of Board Officers.** All Board Officers will have a tenure of three years (fiscal years). After their tenure, a Board Officer may volunteer to serve again in the same office or to serve in a different office. In either case, a 2/3 Board approval is required. An Officer shall not serve in the same office for more than two consecutive terms unless the Board approves the extension of his or her term on an interim basis with a 3/4 vote. After serving two consecutive terms of Office, Board Officers may not serve in the same or in another Board Office until a waiting period of at least one year has gone by, unless an open Board office cannot otherwise be filled and by a 3/4 vote of the Board. The one year waiting period does not apply to an officer who fills the Office of the President.
  1. **Term Completion.** If the Board Officer's term will expire as of the upcoming end of the fiscal year (end of May), the Board Officer should notify the Board if he or she would like to continue on the Board in the same office or in a different office by the end of the previous December (five months notice).
  2. **Holdover of Board Officers.** If an upcoming Board Office vacancy cannot be filled, the current Board Officer may be asked by the Board to holdover until a successor has been selected and approved by the Board. The Officer may accept or decline. If the number of Board Offices becoming vacant is 50% or more of the total number of filled Board Offices, the Board can extend, by a 2/3 vote, the term of one or more Board Officers one time by one year until the number of Board Offices becoming vacant falls below 50% of the total number of filled Board Offices.
  3. **Resignation of Board Officers.** If an Officer is unable or unwilling to complete their full term, the Officer must notify the Board of his or her resignation in writing. Resignation of a Board Officer will remove that Officer's obligations after the effective date of the resignation. The resigning Officer shall transfer all information, duties, projects, etc. to a

Board representative in a timely manner, preferably prior to leaving office. Failure to orderly transfer the same may result in suspension of membership privileges or expulsion from MArCH.

4. **Board Officer Removal by the Board.** The Board may initiate removal of any Board Officer, with or without cause, by a 2/3 vote of all Board Officers (exclusive of the Board Officer subject to removal). The matter of the initiation of removal may be acted upon at any regular or special meeting of the Board, provided that the notice of intention to consider said removal has been given to each Board Officer and to the Officer affected at least 14 days previously. The removed Officer shall transfer all information, duties, projects, etc. to the Board in a timely manner, preferably prior to leaving office. Failure to orderly transfer the same may result in suspension of membership privileges or expulsion from MArCH.
5. **Board Officer Removal by MArCH members.** The MArCH members may initiate removal of any Board Officer, with or without cause. A Special Business Meeting must be called by the Board upon a signed petition by the MArCH members representing 20% of MArCH members in good standing. To be valid, the petition must indicate which Board Officer(s) are to be considered for removal. At the Special Business Meeting of the General Membership, a vote is taken. If the removal of the Board Officer is passed by majority vote, the respective Office becomes an open Board Position.

- D. Board Mid-Term Vacancies.** If a vacancy occurs in any Board position before the term completion, an Interim Board Officer may be selected by the remaining Board by a majority to fill the position through the remaining fiscal year. An Interim Board Officer is eligible for consideration for nomination and their service as an Interim Board Officer is not considered a term of tenure. A current Board Officer may change Board positions to fill a vacancy upon approval of 2/3 majority of the Board, including the Board Officer in question.
- E. Open Board Positions.** A Board position can remain open until either an interim or permanent Officer can be nominated.
- F. Provision for Board Officers to Hold More than One Board Officer Position.** Existing Board Officers may fulfill the duties and obligations of a vacant Board position with Board approval until such time as the vacant position is filled. Each Board Officer will only have one vote on matters upon which the Board votes, even if he or she is filling more than one Board position at that time.
- G. Filling the Office of President.** The President may be chosen from the current Board Officers or from past Board Officers that served on the Board no longer than two years before the term of President would begin. The preference is for the office to be filled by the Vice President, however, anyone on the Board can fill the role with a 2/3 vote of the Board.
- H. Unfilled Office of President.** If the President position cannot be filled, the Board may choose one of the following options with a 2/3 Board approval.
1. A current Board Officer who has not completed their term in their current position and who is willing to temporarily accept the duties of the President may move to the role of Interim President. Current Board Officers may agree to rotate the responsibilities of the role of Interim President to one or more other Board Officers.
  2. A current Interim Board Officer may be chosen to fill the position as Interim President, but first must go through the nominations process.

3. A Board Officer whose term is ending or past Board Officer from the previous three years may be chosen to fill the position as Interim President.
4. A Special Business Meeting can be called to fill the Office of President, either ratified by or elected directly by the general membership.
5. In the case of an Interim President who was not ratified in any Board position in the last three years and not ratified in a Special Business Meeting, he or she will be added to the single slate of Board Candidates for the Annual General Membership Meeting before they can become the Interim President.

**I. Disagreements Among Board Officers.** Since the Board operates as a single unit (Article VI.2.B), any Officer may bring issues to another Officer even if that Officer is not directly involved with the issue.

1. **Personality Conflicts.** Officers should attempt to discuss personal issues one-on-one. If the Officers cannot come to a solution, then the disagreeing parties should meet with the President or with the Vice President (if the disagreement is with the President) and allow them to mediate the discussion. If there is still no resolution, the Board will then make the final decision by a simple majority (51%) vote, exclusive of the Board Officers in conflict.
2. **Conflicts of Understanding.** If the issue surrounds how the stated office is carried out, the Officers should attempt to discuss one-on-one. If they cannot come to a resolution, the Board will make the final decision by a simple majority (51%) vote, exclusive of the Board Officers in conflict.

**J. Board Officers must Abide by MArCH Board Officer Standards.** Board Officers shall abide by the Board Officer Standards (see Section 3). They will further affirm that they understand that failure to abide by the Board Officer Standards could result in disciplinary action or expulsion from the organization, with the forfeiture of all dues, unless the Board chooses otherwise.

### Section 3 – Board Officer Standards

Board Officers shall meet the following standards:

**A. Preference for Married Couples to Hold Board Officer Positions.** It is preferred that all Board offices be occupied by married couples, who will assume joint responsibility for the offices. Single members are not excluded from holding a Board office.

**B. Board Officers and the Statement of Faith.** Married Board Officers must each affirm the Statement of Faith.

**C. Additional Requirements for Board Officers.**

1. **Homeschool Requirement.** Board Officers shall have homeschooled at least one school-aged child prior to assuming office, with members who have homeschooled a child or children for less than two years being allowed to serve at the Board's discretion.
2. **MArCH Membership Requirements.** Board Officers shall have been members in good standing for at least one year prior to assuming office unless the Board chooses to waive this requirement.
3. **Godly Living Requirement.** Board Officers' lives should reflect their Christian conviction according to God's Word.

- a. **Church Attendance of Board Officers.** Board Officers must consistently attend a Bible-believing fellowship (i.e., locally recognized church or home church) that would agree with the MArCH Statement of Faith.
- b. **Character Qualities of Board Officers.** Board Officers should maintain a high standard of discretion, discernment, and good judgment in his or her relationships with MArCH members. Board Officers should always seek to build up and love one another as they serve the general membership. Mercy and gentleness toward each other should be the standard.
- c. **Prayer.** Board Officers should pray often for MArCH.
- d. **Board Officers and Their Relationship to One Another.** It is the charge of each Board Officer to hold one another accountable and maintain a spirit of unity under Christ's Lordship.

## **Article VII – Board Officers**

### **Section 1 – General Duties of Each Board Officer**

The MArCH Board will help guide MArCH to honor Christ in each Officer's area of focus. In addition to the general duties listed below, each Board Officer should have a solid understanding of the MArCH Bylaws and any other operating documents or handbooks of the Board and for their area of responsibility, and agree to abide by them.

### **Section 2 – General Description of Each Board Position**

#### **A. President**

The President serves the Board by ensuring the vision of the Board is in line with MArCH's purpose, goals, and bylaws. The President ensures that the Board Officers have what they need to accomplish their approved goals set out by the Board. The President notifies the Board Officers of all scheduled meetings and prepares an agenda for those meetings. The President presides at all MArCH Board Meetings. The President moderates MArCH Board meetings and participates in voting. The President performs all such other duties as usually pertain to his or her office and as provided otherwise herein. The President or his or her representative has the right to participate as a non-voting member of any Committee.

#### **B. Vice President**

The Vice President assists the President in carrying out his or her duties and performs such tasks as the President may assign. The Vice President performs the duties of the President in his or her absence or at the President's request. The Vice President assists the President in ensuring that Board Offices are carried out with a Christ-centered focus and aids in Conflict Resolution. The Vice President has the responsibility of organizing Board participation in any Committees. The Vice President or his or her representative has the right to participate as a non-voting member of any Committee.

### **C. Secretary**

The Secretary may be a stand-alone or rotating Board Officer position that can be added to any Officer position other than President with a 2/3 vote. The Secretary maintains and retains the books and papers of MArCH, except for the Treasurer's books of account. The Secretary records and keeps the minutes of all meetings of the Board. The Secretary prepares minutes within approximately one week of any Board meeting, and will send them to the Board upon completion of the minutes. The minutes are confidential, and should not be shared with those outside the Board unless approved by 2/3 majority of the Board.

### **D. Treasurer**

The Treasurer is in charge of all MArCH funds and places all monies in a bank or banks as approved by the Board. The Treasurer is responsible to promptly deposit checks made payable to MArCH. The Treasurer oversees all MArCH committee and/or program treasurers, providing financial accountability to all members. The Treasurer provides to the MArCH accountant an account of all transactions and any supporting documents. The Treasurer presents an updated financial report at each Board meeting. The Treasurer also presents an Annual Report to the members at MArCH's Annual General Membership Meeting and makes sure MArCH is in compliance with state standards.

### **E. Activities Director**

The Activities Director is responsible for overseeing a committee that plans and executes MArCH member activities. General duties of the Activities Director include communicating to MArCH members regarding field trips and other events, overseeing payments for events, and functioning as the MArCH contact person with outside venues. The goal of MArCH Activities is to build community. The expectation is to provide regular monthly opportunities for our community to gather.

### **F. Communications Director**

The Communications Director oversees and moderates all communication platforms utilized by MArCH. Communication avenues include, but are not limited to, the MArCH website content, social media, Google Classroom/Groups, and emails. The Communications Director is integral in developing and maintaining community within our organization. The Communication Director oversees communication by MArCH members on MArCH platforms, including breaches of any communications policies adopted by the Board.

### **G. Co-op Director**

The Co-op Director is responsible for oversight and organization of all areas relating to MArCH's Co-op, working with a Co-op Committee. The responsibilities of the Co-op Director cover items including, but not limited to, coordinating class scheduling, functioning as the MArCH liaison with the host church for Co-op, and Chair of the Committee. Maintaining a robust high school program is an important focus. It is preferred that the Co-op Director has served on the Co-op Committee for at least one year prior.

### **H. Graduation Director**

The Graduation Director is responsible for oversight and organization of all areas relating to MArCH's Senior Year of Experience Program. The responsibilities of the Graduation Director cover items including, but not limited to, Chair of the Senior Committee, organizing Junior/Senior Activities and the Senior Graduation Ceremony. It is preferred for the Graduation Director to have served on the Senior Committee for at least one year prior.

### **I. Information Technology Director**

The Information Technology (IT) Director is responsible for overseeing and managing all MArCH information technology, including the MArCH website (in tandem with the Communications Director), any organization forums, email lists, registration systems, etc. The IT Director supports the other members of the Board and Committees to do their role effectively with needed information technology duties.

### **J. Membership Director**

The Membership Director will function as the interface between MArCH members and the organization. General duties of the Membership Director include communicating with potential members of MArCH regarding membership, processing all membership forms and annual dues, and maintaining all membership records. The MArCH Membership Director is to review and ensure the applicants applying for membership to MArCH meet the eligibility requirements.

## **Article VIII – Board Nominations and Ratifying Procedures**

### **Section 1 – Nominations Procedure**

- A. Potential Candidates for Board Positions.** Potential candidates for open Board Offices or for Board Office that will become vacant in the next fiscal year may be selected for consideration by a Nominations Committee or by the Board, for example, by a request to membership. Members in good standing may make themselves available for consideration. The Board or a representative thereof may interview potential candidates.
- B. Board Vice President to Notify Nominations Chair.** The Vice President or a representative thereof notifies the Nominations Committee Chair of positions that are either open or will be open at the end of the fiscal year.
- C. Nominations Committee.** The Nominations Committee recommends permanent and interim Board Officers.
  - 1. Permanent Officers.** The Nominations Committee agrees by a simple majority (51%) vote for potential candidates for open Board positions for presentation to the Board. Each potential candidate includes one married couple or one unmarried member per office.
  - 2. Board Mid-Term Vacancies.** The Nominations Committee may recommend at least three qualified MArCH members to fill a mid-term vacancy as an Interim Board Officer.
- D. Process of Board Candidate Selection.**
  - 1. Permanent Officer.** Potential candidates are presented to the Board. The Board reviews the potential candidates and assembles a slate of selected candidates by a 2/3 vote.

2. **Board Officer Mid-Term Vacancies.** The recommendations for an interim candidate are presented to the Board. An Interim Board Officer is approved by a 2/3 vote.

## **Section 2 - Ratifying Procedures for Permanent Positions.**

- A. Notification to General Members of Slate of Board Candidates.** The Board provides at least two-weeks notice of the entire slate of candidate Board members to be considered at the annual meeting. The notice of candidates for consideration should include a request for comments from the MArCH members. The Board has the authority to amend or adjust candidates from the official slate within a week of the General Membership Meeting.
- B. Ratification by General Members.** The candidate Board members are provided to the general membership as a single slate for ratification at the Annual General Membership Meeting. A simple majority vote of the members present is sufficient for ratification of the Board candidates under consideration. If the slate of candidates is not approved, a vote for each individual Board position may be undertaken in the same meeting. A second General Membership Meeting may be held for any outstanding Board positions.
- C. Notification to General Members of Ratification of Board Candidates.** After the Annual General Membership Meeting, the Board notifies the MArCH members of the ratified slate of Board Officers for the upcoming fiscal year.

## **Article IX – MArCH Committees**

### **Section 1 –General Purpose of MArCH Committees.**

- A. General Provisions.** The Board may appoint Committees to handle the standard operations of MArCH. Each appointed Committee reports to a member of the Board. A Committee may appoint Subcommittees to oversee specific areas of day-to-day operations with Board approval (ex. The Co-op Committee may appoint Department Heads to oversee a specific area). Each Committee operates under the authority of the Board and each Subcommittee operates under the authority of its Committee. Committees may be closed committees (where no other MArCH members are involved) or may be formed for organizing programs, activities, or events for MArCH members. Committees may develop a Board-approved application or registration process for participation in such programs, activities, or events.
- B. Committee Creation.** The Board may create Committees as needed to carry out the operations of MArCH with a simple majority (51%) vote of the Board. A Committee consists of a minimum of three members.
- C. Committee Chair.** The role of the Committee Chair is to ensure the Committee is following the direction of the Board and is adhering to their Committee's Operations Documents and Member Handbook. The Committee Chair serves as the primary liaison to the Board.
  - 1. Committee Chair who is also a Board Officer.** A Board Officer who is also operating as a Committee Chair (e.g., Co-op Director) will relate directives or recommendations from the Board to the Committee. The Chair will also ensure relevant or requested information is provided to the Board from the Committee, and represent the Committee to the Board. The President and Vice President cannot serve as Committee Chairs.

2. **Committee Chair who is not a Board Officer.** The Committee Chair is appointed by the Board by a 2/3 vote. Each Committee Chair will regularly meet with a designated Board Officer.
3. **Participation of the Committee Chair.** The Committee Chair may be removed if they fail to meet with the Board after two requested meetings, except by an abeyance of the Board prior to removal by a 2/3 vote.

**D. Committee Selection.** The Committee Chair works with the Board to identify potential Committee members. All Committee members must be eligible MArCH members in good standing who affirm the Statement of Faith. The potential Committee members will be submitted to the Board for approval by majority vote.

**E. Committee Members.**

**1. Terms.**

- a. **Committee Member.** Committee Members are limited to two consecutive three-year terms. Committee Members must wait at least one year after the second term to serve as a Committee Member again on that same committee. A Committee Member may serve more than six consecutive years on the same committee per Board approval by a 2/3 vote.
  - b. **Committee Chair.** A Committee Member may serve as the Committee Chair for no more than two consecutive terms, except by approval of the Board by a 2/3 vote.
  - c. **Terms for initial Establishment of the Committee.** Unless the Committee Chair is also a Board Officer, the initial term of the first Committee Member (who is also the Committee Chair) after establishment of the Committee is four years. The initial term of the second Committee Member is three years. The initial term of the third Committee Member is two years. The initial term of the fourth Committee Member is one year. The initial term of each additional Committee Member will alternate among three-, two-, and one-year terms. The order of the Committee Members for the purpose of determining initial terms may be determined by the Board using any suitable mechanism.
2. **Replacement at the end of a term.** At the end of the Committee Member's term, the member may be replaced by the same procedure as provided for in the Committee Selection.
  3. **Removal.** Committee Members may be removed according to the procedures established in the Committee Operations Manual or by the Board by a 2/3 vote. In addition, the MArCH members may initiate removal of a Committee Member, with or without cause. A Subset of Members including those MArCH Members who pay Program Fees to the Committee may initiate a Special Business Meeting for the Subset of Members. A Special Business Meeting must be called by the Board upon a signed petition by the Subset of Members representing 20% of the Subset of Members in good standing. To be valid, the petition must indicate which Committee Member(s) are to be considered for removal. At the Special Business Meeting of the Subset of Members a vote is taken. If the removal of the Committee Member is passed by majority vote, the Committee position becomes open and may or may not be filled.
  4. **Involvement of the Board.** The President and/or Vice President or his or her representative has the right to participate as a non-voting member of any Committee. A Board Officer may be assigned by the Board as a liaison to any Committee. As liaison, the Board Officer may participate as a Committee Member as a voting or non-voting member and presents any updates or concerns from the Committee to the Board.

## **F. Committee Operations Manual and Handbook**

- 1. Operations Manual.** Committees established to operate or sponsor programs of MArCH involving members and/or families of MArCH will create, maintain, and follow an Operations Manual that has been approved by the Board. Smaller Committees which do not involve MArCH families may operate without an Operations Manual. Each Operations Manual must uphold the general purpose of MArCH (see Article II, Sections 1-2) and the Statement of Faith of MArCH. The Manual will also include, at a minimum, the description and goals of the Committee, expectations of the Committee Members, and the process for removal from the Committee. Updates to the Operations Manual by the Committee will be submitted to the Board for approval no later than April 1. Updates by the Committee must be approved by the Board by a majority vote. Updates by the Board must be approved by a 2/3 vote. Changes to the Operations Manual will not take effect until the following fiscal year unless by a 2/3 vote of the Board.
- 2. Participant Handbook.** As part of the Operations Manual or as a separate document, each Committee involved in the oversight of MArCH for the members and/or families participating in MArCH-sponsored activities must provide a Handbook for the families participating in MArCH-sponsored activities. Changes to the Handbook prompted by the Committee must be submitted to the Board for approval. A new Handbook or changes to the Handbook will not take effect until the following fiscal year unless by a 2/3 vote of the Board.
- 3. Other names.** The Operations Manual and Participant Handbook may have different names than “Operations Manual” and “Participant Handbook.”

**G. Dissolution of a Committee.** A Committee may be terminated without Board intervention when its purpose has been completed or when the Committee membership falls below three members for three consecutive months. The Board may dissolve a Committee by a 2/3 vote with or without cause and replace the Committee or temporarily assume the role of the Committee for no longer than one calendar year.

## **Section 2 – Individual MArCH Committees.**

See MArCH website for the current list of Committees. Ongoing Committees offering MArCH-sponsored activities include Co-op Committee, Drama Committee, Senior Committee, and Activities Committee. Other Committees that may be constituted and released from time-to-time include Nominations Committee, Bylaws Committee, Scholarship Committee, and others as determined by the Board.

## **Section 3 – Disagreement and/or Conflict with a MArCH Committee.**

Disagreements and/or conflict within a MArCH Committee or between a MArCH Committee and a MArCH member or MArCH member participant in a committee-sponsored activity should be resolved using the principles of conflict resolution provided above (See Article II, Section 5).

## **Article X – Bylaws Amendments and Revisions**

### **Section 1 – Purpose**

The Bylaws provide MArCH with a governing document that establishes a framework in which MArCH carries out its functions and operations. Amendments and revisions seek to clarify this framework.

## **Section 2 - Periodic Bylaws Review**

A periodic review of the Bylaws by the Bylaws Committee is carried out at the discretion of the Board and should be done no less than every four years. The Bylaws Committee is chaired by the Bylaws Chair, who reports to the Vice President or other Board designee. The Bylaws Committee will review and submit recommended changes to the Board.

## **Section 3 - Governance of Bylaws Amendments and Revisions.**

Suggested Amendments and Revisions may be provided by the Bylaws Committee. The Board may vote to adopt the suggested Amendments and Revisions as is or with further amendments or revisions. The Board must receive input from the Bylaws Committee on further amendments or revisions if provided. The Amendments and Revisions go into effect immediately upon a 2/3 approval of the Permanent Board Officers. If the Board has less than 60% of Permanent Board Officer positions filled, the vote must be unanimous.

## **Section 4 – Clarification of the Bylaws**

If there is a question or disagreement on the meaning of the approved Bylaws, the Board may take a vote on a proposed clarification under normal business or in a Special Meeting.

## **Section 5 - Availability of Bylaws Amendments and Revisions**

All Bylaws amendments and revisions shall be made available to the MArCH general membership after enactment.

## **Section 6 – Other Bylaws Amendments and Revisions**

Notwithstanding the procedure set forth above, the Board may adopt amendments and revisions to the Bylaws without input from the Bylaws Committee by a 2/3 vote of Permanent Board Officers. If the Board has less than 60% of Permanent Board Officer positions filled, the vote must be unanimous. Other than revisions of apparent errors or omissions, Bylaws revisions which are adopted without the Bylaws Committee must be ratified at the Annual General Membership Meeting prior to going into effect.

## **Article XI – Accounting Review**

The Board may authorize periodic review of some or all of outside-filed accounting documents (such as self-prepared documents) of MArCH, including its annually-filed Form 990. The review may be performed at the Board's discretion, for example, every three (3) to five (5) years, and should be conducted by an outside licensed professional selected by the Board.

## **Article XII – Dissolution**

In the event of the dissolution of MArCH, all liabilities and obligations shall be paid, satisfied and discharged, or adequate provision made therefore. Any remaining funds which are in the treasury at that time shall be distributed among one or more exempt purposes within the meaning of Section 501(c) of the Internal Revenue Code and its Regulations as they now exist, or as they may hereafter be amended.

### **Article XIII – Books and Records**

MArCH shall keep all records as required by law. MArCH shall also keep minutes of the proceedings of its Board meetings and those of any Committees having the authority of the Board or the authority of the Bylaws. All books and records of MArCH may be inspected by any Director or his agent or attorney for any proper purpose at any reasonable time. Representatives of the Internal Revenue Service may inspect these books and records as necessary to meet the requirements relating to Federal Tax Form 990.

**Bylaws Committee – 2025: Troy and Katie Gwartney, Patrick and Kristen Poteet, Dan and Lori Wann, Nick and Kristi Dyer, Chris and Lora Vogelsang**

These Bylaws, as amended, are hereby approved by the MArCH Board of Directors on the

28th day of April, 2025. In witness whereof, we have hereunto subscribed our names.

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Steve and Rachel Gonzales, President

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Nick and Kristi Dyer, Vice President

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Allen and Kristin Hightower, Secretary

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Hasan and Rebecca Hoke, Treasurer

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Scott and Emily Cheatham, Activities Director

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James and Melissa Evertson, Communications Director

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Les and Kimberly Cornelius, Graduation Director

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Troy and Katie Gwartney, IT Director

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Brian and Keisha Holland, Membership Director