



BY-LAWS OF THE TEXARKANA ORGANIZATION FOR RESOLUTE CHRISTIAN HOMESCHOOLERS

ARTICLE I

NAME

1. The name of the organization shall be Texarkana Organization for Resolute Christian Homeschoolers, a not-for-profit organization.
2. No activity, publication, or seminar shall use the name of TORCH or receive endorsement by TORCH unless approved by a majority vote of the Board of Officers.

ARTICLE II

PURPOSE

The purpose of this organization is to provide homeschoolers 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
STATEMENT OF FAITH and the TORCH IDEALS*

We believe in God, creator of all things, and in His Son Jesus Christ. We believe that Jesus is the sole mediator between God and man, and that there is salvation by no other means than by faith in the redemptive work of His Cross. We believe that sanctification in the life of the believer is through the indwelling work of the Holy Spirit, made possible through faith in the finished work of Christ.

TORCH Ideals

1. Subscription to a biblical worldview
2. Excellence in education
3. Parental authority and responsibility in education
4. Diligence in moral and ethical instruction
5. Responsible citizenship
6. TORCH recognizes biblical marriage as between one biological male and one biological female and reserves the right to deny membership due to our religious values.

***AN EXPLANATION OF ARTICLE III: STATEMENT OF FAITH and the TORCH IDEALS**

TORCH is a Christian support group. Although we do not ask our members to sign a statement of faith, we do conduct ourselves in accordance with our beliefs.

Discussions and presentations in meetings and in informal settings will tend to reflect the religious character of our group.

ARTICLE IV

MEMBERSHIP

- 1.** Membership shall be open to home schooling families who agree to abide by these By-laws. Those who cannot concur with the Statement of Faith and the TORCH Ideals are welcome to participate in all activities providing they do not seek to influence other members or propagate opposing religious views or cause disunity within the organization.

- 2.** Membership dues shall be charged per family as recommended by the Board of Officers with the approval of the membership. Membership dues are due and payable by the August general meeting.

- 3.** TORCH recognizes July 1 through June 30 as the fiscal year. Any exceptions must be approved by the Board of Officers.

- 4.** 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.

- 5.** Members and their guests are expected to abide by the TORCH Code of Conduct.

- 6.** In order to respect the privacy of the members of TORCH, no one shall give out membership or individual names to people outside TORCH without the express consent of those particular individuals.

ARTICLE V
NON-MEMBERS

1. Individuals or families who live outside the ARK-LA-TEX may receive an annual subscription to the TORCH monthly newsletter for \$10.00 per family per year.
2. Other support groups may receive our newsletter in exchange for their newsletter.
3. Members are encouraged to invite and bring non-member guests to TORCH sponsored events. These events are planned and coordinated for TORCH 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 TORCH sponsored events in one year. TORCH 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. TORCH has monthly parent meetings each month, August through May. Topics vary from meeting to meeting, but there is always time for questions, building friendships, and encouraging one another.
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.** Only active members who meet the qualifications of office (Article VIII) may run for office, unless an exception is made by the TORCH Board of Officers.

- c.** At the April meeting, the Elections Committee shall receive nominations, by nomination form, from the member body. A list of members who meet the requirements of office will be presented to the member body at the meeting. This list will subsequently made available on the TORCH website.

- d.** Members may submit for nomination the name of any qualified, active member that they believe is well suited to a particular office.

- e.** Any member or husband/wife team desiring to run for office may submit his own name on the nomination form.

- f.** The Elections Committee Chairman shall contact those qualified members who were nominated for office within a week of the meeting, who will either accept, or decline the nomination. A list of qualified nominees will be made available on the TORCH website at least 2 weeks prior to the May meeting.

2. Voting

- a.** Election shall be held by ballot at the May meeting. The member body will be provided a list of nominees for each office at the May meeting.

- b.** Election shall be secured by majority vote, by ballot form.
- c.** Absentee ballots may be handwritten and must be signed. Absentee ballots must be received at or before the May meeting to be counted.
- d.** Each member family shall have one (1) vote. Only members will be permitted to vote.
- e.** In the event a candidate is elected to more than one office, the higher office will be filled first.
- f.** In the event that there are not enough candidates to fill every office, a member may hold more than one office.
- g.** In the event of a tie, the senior member will be awarded the election.
- h.** The Elections Committee Chairman shall announce results of the election at the May meeting.
- i.** Newly elected officers will assume office on July 1st.

ARTICLE VIII

QUALIFICATIONS OF OFFICERS

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

- 1.** Be a member of TORCH 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 TORCH Board of Officers.

2. Sign his/her agreement with the TORCH Statement of Faith and the TORCH Ideals.
3. Have attended four (4) of the first eight (8) general meetings of the fiscal year.

ARTICLE IX

DUTIES OF OFFICERS

1. TORCH is a voluntary organization maintaining the following offices:

President

Vice-President

Secretary

Treasurer

Activities Coordinator

Political Liaison

Website Administrator

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 or Phone Tree Coordinator 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 recommendation must be approved by a 2/3 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 it will be filled by the Vice-President 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 obtain an appreciation gift for the speakers.
- f.** Enforce these By-laws and recommend amendments to the Board of 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 TORCH and informing them of our non-member policy upon receipt of notification of their attending three TORCH sponsored events in any one school year.
- i.** Give a proposed budget for the office to the Treasurer by June 30.
- j.** Prepare and deliver a notebook providing helpful information to the 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.** Serve as the social event coordinator.

- c.** Select members to serve as sub-chairmen on committees under the authority of the office. The committees may include but shall not be limited to seasonal parties, end of the year banquet, Park Day, Teen Nights, and Formal events.

- d.** Provide and maintain sign-in sheets for every TORCH sponsored event/activity and notify President of each non-member guest who has attended three TORCH sponsored events in any school year.

- e.** 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.

- f.** Prepare short articles for the forum 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.

- g.** Inform subchairmen 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.** Give a proposed budget for the office to the Treasurer by June 30.

j. Have subchairman fill out a summary of events to aid the next subchairman of that activity.

k. 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 TORCH Newsletter. This task shall include:

(1.) Maintaining a current mailing list with the help of the Treasurer.

(2.) Communicating the printing deadlines to the Board of Officers so that all members have the opportunity to submit items.

(3.) Including appropriate information in the newsletter according to the guidelines set by the board.

(4.) Preparing the newsletter.

(5.) Having it copied at reasonable prices.

(6.) Mailing it according to the set schedule.

c. Have access to the checkbook with authority to write checks. Report all checks written within seven (7) days to the Treasurer.

d. Give a proposed budget for the office to the Treasurer by June 30.

e. Notify all members of any special elections as determined by the board.

f. 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 same within two weeks of receiving them with the bank designated by the Board of Officers and disburse same under the direction of the board.

b. Be available for orienting families new to home schooling by consulting with them and directing them to the help they need.

c. Make a monthly financial report before each monthly meeting for the previous month. Publish it to the TORCH website under Financial Reports and bring it to the TORCH Board Meeting.

d. Present to the Board of Officers a proposed budget for the year by the July board meeting and present final draft of budget at August general meeting.

e. Keep accurate records of all receipts and disbursements.

f. Have access to the checkbook with authority to write checks.

g. 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 *Activities Coordinator* shall:

a. Select members to serve as subchairmen 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. Subchairmen of TORCH academic activities are under the supervision of the Academic Activities Coordinator.

b. Provide and maintain sign-in sheets for every TORCH sponsored event/activity and notify President of each non-member guest who has attended three TORCH 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 forum 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 field trip contacts or other affording opportunities to our group 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. Give a proposed budget for the office to the Treasurer by June 30.

i. Have subchairman fill out form provided to aid the next subchairman of that activity.

j. Prepare and deliver notebook to incoming Activities Coordinator by June Officer Orientation Meeting with summary of events and organizational tips.

9. The ***Political Liaison*** shall:

a. Keep TORCH members informed of home school related political issues through email.

b. Represent TORCH at network and/or other appropriate meetings.

c. Field questions from the community at large, and the press, in order to refer them to the proper source regarding issues relating to home schooling and homeschooling legislation.

d. Receive state newsletters concerning home school related political issues through email for TORCH with budget approval.

e. Prepare and deliver a notebook providing helpful information to the incoming Political Liaison by the June Officers Orientation Meeting.

10. The ***Website Administrator*** shall:

a. Update website with current events. Maintain calendar updates and website forum.

b. Update social media with a notice of events and/or announcements.

c. Work directly with the President or, if unavailable, the Vice-President in determining what information shall be passed through social media and website forum.

- d. Notify all members of any special elections as determined by the board.

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. The Officers Orientation Meeting will be attended by both the outgoing officers and the newly elected officers.

b. The July Board Meeting shall include but not be limited to the following objectives:

(1.) Board members will give reports relating to activities occurring since the last regular board meeting.

(2.) Discuss objectives presented by the board members pertaining to activities for the months of August, September, and October.

(3.) Discuss, revise and adopt the budget for the year as presented by the Treasurer.

c. The October Board Meeting shall include but not be limited to the following objectives:

(1.) Board members will give reports relating to activities occurring since the last regular board meeting.

(2.) 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:

(1.) Board members will give reports relating to activities occurring since the last regular board meeting.

(2.) Discuss objectives presented by the board members pertaining to activities for the months of February and March.

(3.) Make appointment of the Elections Committee.

e. The March Board meeting shall include but not be limited to the following objectives:

(1.) Board members will give reports relating to activities occurring since the last regular board meeting.

(2.) 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 duties of any such committee shall be stated upon their appointment by the Board of Officers 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. TORCH will publish a monthly newsletter, except for the month of June. Submissions of material must be made to the Secretary by the date of the monthly meetings.

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.

3. The newsletter will be mailed and posted on the TORCH website by the 1st of each month.

ARTICLE XIII
FIELD TRIPS AND ACTIVITIES

TORCH 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 TORCH Code of Conduct.

**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 as outlined in the TORCH Code of Conduct. 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 (e.g., 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 an/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.