

# **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”).

The term “homeschooling” for purposes of these Bylaws is defined as one or both parents or legal guardians of a student being ultimately responsible for the majority of the education of their child, whether that education is derived at home, through online courses, at outside homeschool cooperative classes, at classes taught to homeschooled students, at university-model programs (where students participate in classes at a private school on designated weekdays and school at home on other designated weekdays), or through any combination of these or similar homeschooling options.

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

MArCH is a nonprofit corporation incorporated in the state of Texas. 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 as required by the Texas Non-Profit Corporation Act. The registered office may, but need not be, identical with the principal office of MArCH in the state of Texas, and the address of the registered office may be changed from time to time by the Board in accordance with applicable law.

### **Section 3 – Fiscal Year**

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

## **Article II – General Provisions**

### **Section 1 – General Purpose**

The purpose of MArCH shall be to provide a Christ-centered support group for home educators.

### **Section 2 – Goals**

The goals of MArCH are:

- A.** First and foremost, to glorify God and to pursue godly character.
- B.** To provide support, encouragement, and fellowship for members’ who desire to educate their children at home.
- C.** To provide a variety of classes through our Enrichment Cooperative (Enrichment) and dual-credit classes (in partnership with Collin College) and activities in a cooperative (co-op) learning setting for members’ children. (Enrollment information is on the MArCH website)
- D.** To provide positive socialization opportunities for members’ children via field trips, seasonal activities, and other gatherings and activities.
- E.** To provide member families with relevant information about homeschooling and related issues.
- F.** To provide eligible high school juniors with an opportunity to provide a “year of service” to the senior class in anticipation of their own “year of honor” as high school seniors.
- G.** To provide a structured high school senior year experience for eligible graduating seniors, a “year of honor,” including year-long senior activities and a graduation ceremony.
- H.** To provide Christian service opportunities to help develop servants’ hearts in members’ children.
- I.** To engage in such other activities, consistent with the general purpose of MArCH stated in Article II, Section 1, as would not result in the loss of the tax-exempt status of MArCH, and to perform such other activities as are allowed under the Internal Revenue Code Section 501(c)(3), and other applicable laws.

### **Section 3 – Affiliation Statement**

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 4 – God’s Word**

Since MArCH is a Christian organization, we believe God’s Word is revealed in The Holy Bible as stated in our Statement of Faith and shall be the final authority for governing the principles, policies, and processes of MArCH.

## **Section 5 – Principles, Policies, and Processes of MArCH**

MArCH adopted a set of principles, policies, and processes to help MArCH meet the goals set out in Section 2 of this Article. The principles, policies, and processes are included in: The MArCH Statement of Faith, the MArCH Bylaws, all approved handbooks, operating manuals, the MArCH website, MArCH social media, MArCH blogs, emails from MArCH leadership, and other methods approved by the MArCH Board.

MArCH members may seek clarification about the principles, policies, and processes of MArCH (see Article III Section 4B and/or Article IX Section 3A).

## **Section 6 – Cooperative Teaching**

To promote a unified Christian environment for our members, topics involving religious discussion concerning the Word that may cause division, that focus on matters concerning doctrine, that focus on matters concerning modes of worship, or that focus on matters of other differences within the Church are discouraged. If you have a question about teaching a potential topic that may fall into this section please contact the Director of Enrichment.

# **Article III – Membership**

## **Section 1 – Membership Benefits**

MArCH membership offers multiple benefits to MArCH members. Members receive information and updates about all topics relating to MArCH, and eligibility to attend all MArCH-sponsored activities, including field trips and other functions. Members have the ability to receive member identification cards and to have access to MArCH member documents via the MArCH website. Additionally, members have access to a Member Directory; information about members will be placed in the Membership Directory, unless a member notifies the Membership Director of his or her desire to be excluded from the directory. Members are eligible to apply to take part in MArCH Enrichment classes. Members are also eligible to enroll in Collin College dual-credit classes that take place at the location where MArCH conducts its Enrichment classes.

Membership Benefits are extended to all members in good standing. A member in good standing is defined as a member who is current on all dues and payments to the MArCH organization, has fulfilled the requirements for membership, who is not on probation, nor has voluntarily withdrawn, been suspended, or expelled from MArCH (see Article XI).

## Section 2 – Membership Eligibility

Anyone 18 and above who holds a high school diploma or equivalent is eligible to join MArCH if they meet one or more 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 may become a member of MArCH.
- 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 may become a member of MArCH.
- C. Alumni MArCH Members.** MArCH members who left MArCH in good standing and who are no longer actively engaged in homeschooling or sponsoring a child as a part of MArCH may rejoin as alumni MArCH members.
- D. Legal Guardian(s) of Sponsored Child.** The legal guardian(s) of an Enrichment-sponsored child actively engaged in or contemplating the homeschooling of their children must become a member of MArCH for their child to participate in MArCH Enrichment classes.
- E. Outside Instructor.** An outside instructor is an Enrichment instructor who does not meet any of the other above criteria for membership. Non-dual credit instructors must be MArCH members to instruct at Enrichment.
- F. Exceptions.** The Board may make an exception to the criteria above with a unanimous vote.

## Section 3 – Membership Process

- A. Membership Process Overview.** A person becomes a member of MArCH by the following process:
  - 1. Complete Membership Application Online:**
    - a. Affirm or Acknowledge and Agree to abide by the Statement of Faith (see B.)
    - b. Agree to abide by the MArCH Bylaws (see C.)
    - c. Agree to abide by the policies of MArCH (including, but not limited to)
    - d. Agree to abide by the MArCH Dress Code (see D.)
    - e. Acknowledge the MArCH Photo Release (see E.)
    - f. Complete the MArCH Medical/Liability Release (see F.)
    - g. Submit Spiritual and Personal References (see G.)
    - h. Pay MArCH Annual Dues (see H.)
  - 2. Once the Application is Received:**
    - a. Membership Director will review the application
    - b. Membership Director may follow up if they have additional questions
    - c. Potential member is notified of the decision

## **B. Statement of Faith Details**

- 1. Purpose.** The purpose of the membership Statement of Faith is to state the governing principles by which MArCH operates.
- 2. Location.** The Statement of Faith is found on the MArCH website.
- 3. Updating.** The Statement of Faith may be updated by a unanimous vote of the Board. The changes will take effect starting after the next Annual General Membership Meeting (see Article V, Section 3).
- 4. Definitions of Affirmation and Acknowledgement.** For all potential or current MArCH members who meet eligibility requirements, prior to being accepted into membership or renewed for membership, a person who meets the eligibility requirements of MArCH must either affirm or acknowledge the Statement of Faith:
  - a. Affirmation of Entire Statement of Faith.** To affirm (to show or express a strong belief in) the entire Statement of Faith is to submit in writing his or her personal agreement with (belief in) and acceptance of the entire content of the Statement of Faith. He or she agrees to abide (to conform to) by same.
  - b. Acknowledgement of Entire Statement of Faith.** To acknowledge (to recognize the rights, authority, or status of) the entire Statement of Faith is to submit in writing that he or she understands that the beliefs listed in the Statement of Faith constitute the guiding principles of MArCH. He or she agrees to abide (to conform to) by same.
- 5. Membership options for Affirming or Acknowledgement.** Below are the only options for either affirming or acknowledging the Statement of Faith by type of membership.
  - a. Potential/Current Homeschool Legal Guardian(s).** All families participating as members of MArCH must have at least one legal guardian affirm the entire Statement of Faith. For families with two legal guardians, the other guardian may acknowledge the Statement of Faith. Both must agree to abide by the Statement of Faith.
  - b. Extended Family of Legal Guardian(s).** All extended families participating as members of MArCH must have at least one extended family adult involved with homeschooling affirm the entire Statement of Faith. For families with two extended family adults, the other adult may acknowledge the Statement of Faith. Both must agree to abide by the Statement of Faith.
  - c. Alumni MArCH Members.** All alumni MArCH members applying for or renewing their membership as members of MArCH must have at least one adult affirm the entire Statement of Faith. For families with two adults applying for or renewing their membership, the other adult may acknowledge the Statement of Faith. Both must agree to abide by the Statement of Faith.

- d. **Legal Guardian(s) of Sponsored Child.** All families participating as members of MArCH must have at least one legal guardian affirm the entire Statement of Faith. For families with two legal guardians, the other guardian may acknowledge the Statement of Faith. Both must agree to abide by the Statement of Faith.
- e. **Outside Instructor.** A non-dual credit instructor must affirm the entire Statement of Faith.
- f. **Exceptions.** The Board may make an exception to the criteria above with a unanimous vote.

### C. Bylaws Details

- 1. **Purpose.** The purpose of the MArCH Bylaws is to contain the provisions relating to the ways MArCH conducts its affairs, the duties of its Officers and the responsibilities of its Officers and members.
- 2. **Location.** The Bylaws are found on the MArCH website.
- 3. **Updating.** The process to update the Bylaws can be found in Article XII.
- 4. **Requirement for Membership.** For all potential or current MArCH members who meet eligibility requirements, prior to being accepted into membership or renewed for membership, the member agrees to abide by the MArCH Bylaws.

### D. Dress Code Policy

- 1. **Purpose.** The purpose of the MArCH Dress Code is to uphold modesty and to be mindful of God’s Word, which says, “Do not cause anyone to stumble...For I am not seeking my own good but the good of many...” (I Corinthians 10:32-33). Also, 1 Timothy 2:9 tells us, “...dress modestly, with decency and propriety....”
- 2. **Location.** The Dress Code is found on the MArCH website.
- 3. **Updating.** The Dress Code may be updated by a 3/4 vote of the Board. The changes will take effect starting after the next Annual General Meeting (see Article V).
- 4. **Requirement for Membership.** For all potential or current MArCH members who meet eligibility requirements, prior to being accepted into membership or renewed for membership, the member agrees to abide by the MArCH Dress Code and takes full responsibility for the clothing that every member of their family wears to any MArCH function, field trip, or Enrichment/dual-credit class or classes.

### E. Photo Acknowledgment

- 1. **Purpose.** The purpose of the MArCH Photo Acknowledgment is to allow MArCH to have the ability to chronicle MArCH activities for current and future members.
- 2. **Location.** The Photo Acknowledgment is found on the MArCH website.
- 3. **Requirement for Membership.** For all potential or current MArCH members who meet eligibility requirements, prior to being accepted into membership or renewed for membership, the member agrees to the MArCH Photo Acknowledgment.

#### **F. Medical/Liability Release Form**

- 1. Purpose.** The purpose of the MArCH Medical/Liability Release Form is to ensure MArCH has the most current physician information on file and releases MArCH from liability for any accidents that may occur while at any MArCH function, field trip, or Enrichment/dual-credit class or classes.
- 2. Location.** The MArCH Medical/Liability Release Form can be found on the MArCH website.
- 3. Requirement for Membership.** For all potential or current MArCH members who meet eligibility requirements, prior to being accepted into membership or renewed for membership, the member must submit the completed form to MArCH.
- 4. Requirement of Member.** The member is responsible for completing a new Medical/Liability Release Form if their medical information changes during the current school year by contacting the Membership Director for a new form.

#### **G. Submit Spiritual and Personal References**

- 1. Purpose.** The purpose of the Spiritual and Personal References is to show the character of the applicant reflected by those around them.
- 2. Location.** Information about the Spiritual and Personal References can be found on the MArCH website.
- 3. Requirement for Membership.** For all potential MArCH members who meet eligibility requirements, prior to being accepted into membership, the member must submit the Spiritual and Personal References to MArCH.

#### **H. Annual Dues**

- 1. Purpose.** The purpose of the MArCH Annual Dues is to provide basic operating funds for MArCH.
- 2. Location.** Information about Annual Dues can be found in Article IV.
- 3. Requirement for Membership.** For all potential or current MArCH members who meet eligibility requirements, prior to being accepted into membership or renewed for membership, the member must pay Annual Dues to MArCH.

#### **I. MArCH Membership Approval**

- 1. Goal.** The goal of the MArCH Membership Director is to review and ensure the applicants applying for membership to MArCH meet the eligibility requirements and have completed the process for acceptance into MArCH.
- 2. Location.** Information about the MArCH Membership process can be found on the MArCH website.
- 3. Requirement for Membership.** For all potential or current MArCH members who meet eligibility requirements, prior to being accepted into membership or renewed for membership, the member must complete a Membership Application.

#### **Section 4 – MArCH Member’s Responsibility to Report Potential Unlawful Acts**

The safety of members and their children is of utmost priority to MArCH. Therefore, every accusation of an unlawful act is taken seriously.

**A. MArCH Member Responsibility** – MArCH members are required to report any potentially unlawful act to a MArCH Board Officer immediately or they will face Board-level discipline for withholding the information.

**B. MArCH Board Responsibility** – The MArCH Board is required to report any potentially unlawful act to the appropriate authorities to investigate in a timely manner.

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

**General Provisions** - The purpose of this section is to lay out the process for dealing with disagreements between members, member disagreement with the MArCH organization, or a MArCH organization conflict with a member or child in the member’s care. This provision applies to all members in good standing or members who are appealing an issue that directly removed them from good standing (see Article III, Section 1). For possible disciplinary responses from the Board and the appeals process, see Article XI.

**A. Disagreement Between Members.** The process below should be used for disagreements among members following Matthew 18:15-17, where no MArCH principle, policy, or process has been intentionally violated.

- 1. First Step.** If one MArCH member encounters a disagreement with another MArCH member, the member should go to the person with whom he or she has a disagreement and explain the offense, believing it can and will be corrected. Restoration of the relationship between the two individuals is the goal.
- 2. Second Step.** If the issue is not resolved at that point in a scriptural manner, the offended person should meet again with the first MArCH member, accompanied by one or two other believers, in order to encourage repentance and restoration, and to establish a witness of what takes place between the two original individuals with restoration of the relationship between the two individuals as the goal.
- 3. Third Step.** If the issue has still not been resolved, the individuals agree to mediation by a Board Officer with restoration of the relationship between the individuals as the goal.
- 4. Last Step.** If the issue has still not been resolved after mediation by a Board Officer, then both parties involved shall present their understanding of the issue to the entire Board. Both parties will agree to abide by the Board’s decision.



- B. Member Disagreement with the MArCH Organization.** The process below shall be used if a member has a disagreement with a principle, policy, or process of MArCH.
- 1. First Step.** If a member has a disagreement with a MArCH principle, policy, or process, the member should consult a Board Officer for clarification of the principle, policy, or process.
  - 2. Second Step.** If the member disagrees with the Board Officer, they may present their position to the entire Board in a reasonable timeframe. The Board will clarify the principle, policy, or process. The member must abide by the principle, policy, or process of MArCH (see Article II Section 5).
- C. MArCH Organization Conflict with a Member or Child in the Member's Care.** The process below shall be used if the MArCH organization has a conflict with or is accusing a member or child in the member's care of violating a MArCH principle, policy, or process.
- 1. First Step.** If a violation of a MArCH principle, policy, or process occurs, a Board Officer shall meet with all parties involved to address the violation. The Board Officer will then decide if the issue is resolved or needs to be escalated to the Board. The goal is for there to be restoration between the member and the organization.
  - 2. Second Step.** If one or more of the parties involved disagrees with the Board Officer, they may present their position to the entire Board in a reasonable timeframe of the meeting with the Board Officer. The Board will clarify the principle, policy, or process and vote on whether the violation is upheld and will notify the member of their decision in a reasonable timeframe. The member agrees to abide by the Board's decision.
- D. Disagreement and/or Conflict within a MArCH Committee.** See Article IX, section 3.

## **Article IV – MArCH Dues**

### **Section 1 – MArCH Annual Membership Dues**

The dollar amount of annual dues for family membership (one membership dues per family) shall be determined each year by the general membership at the April annual general membership meeting (see Article V, Section 3). Dues will be payable not later than May 15 of each year. New member families joining between May 16 of a given year and before January 31 of the following year, shall pay the full year's dues at the Board's discretion. New members joining MArCH between February 1 and May 15 of a given year shall remit a prorated fee for membership through May 15, the amount to be determined by the Board each year, and then must renew membership for the following year. The effective date of membership for a member is the date the member's payment is received by MArCH.

## **Section 2 – Delinquency of MArCH Dues**

No member delinquent in payment of dues 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).

## **Section 3 – Financial Hardship**

Any member who finds the payment of membership dues to be a financial hardship may petition the Board for a waiver of dues. Upon affirmative approval by simple majority (51%) of the Board, the membership dues shall be waived for the year, and the member shall be eligible to receive the full rights and privileges of membership. The Membership Director shall notify the member within a timely manner of the decision.

# **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.

## **Section 2 – Board Meetings**

- A. Regular Board Meetings.** Meetings of the Board shall be held regularly, usually monthly, at such time and place as the Board may determine, with the ordinary yearly schedule to include meetings being held during the months of August through November and January through April. 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 at any time upon a call of the President or on written demand by at least two (2) Officers of the Board to the Vice President. Board Officers must have at least a 24-hour notice of the said meeting.
- C. MArCH Members’ Ability to Attend a Board Meeting.** Upon request from any general MArCH member in good standing with MArCH, the Board may invite that member as a guest to attend a Board meeting for a period agreed upon by simple majority (51%) of the Board.
- D. Quorum.** One more than half of the Board Officer positions present at a meeting shall constitute a quorum for purposes of conducting Board business.
- E. Voting.** Each Board position, rather than each individual Board Officer, shall have one (1) vote, i.e., each married couple (one husband and one wife) may exercise one (1) vote.

### **Section 3 – Annual General Membership Meeting**

**Purposes of Annual General Membership Meeting.** The purposes of the Annual General Membership Meeting must include the following:

1. Ratification of Single Slate of Board Candidates (see Article VIII).
  2. Presentation of Treasurer’s Annual Report (see Article VII, D).
  3. Review of Annual Membership Dues (see Article IV, Section 1).
- A. Timing.** MArCH’s Annual General Membership Meeting shall be held in April, constituting a part of the April Board meeting. If the annual meeting does not take place at the time fixed, it shall be held within a reasonable time thereafter and not later than the end of July; the Board and Nominations Committee shall hold over until the meeting occurs. In order to postpone the Annual General Membership Meeting, the Board must vote unanimously.
- B. Meeting Notice.** The Board shall be required to give at least two (2) weeks’ email notice to all MArCH members prior to the Annual General Membership Meeting. The notice shall include time, place, agenda, and any items to be ratified.
- C. Quorum.** A majority 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.
- D. Vote.** Each MArCH member family shall be entitled to one (1) vote in matters as shall come before the organization. For any absentee voting that takes place in connection with such a meeting, the Board will direct said voting and will provide instructions for same to all members. All absentee ballots should be received at least twenty-four (24) hours before any vote takes place.

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

A Special Business Meeting, to which the general membership will be invited and where a vote of the general membership may take place, may be held at any time upon the call of a simple majority (51%) vote of the Board. The date, time, and place of such Special Business Meeting shall be fixed by the President or by the Board with the provision of at least one (1) week’s email notice.

## 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 shall have general supervision and control of all activities of the organization.
- C. **Board Authority to Enter Into Agreements.** The Board may make agreements with other organizations and individuals in order to carry out the objectives of MARCH as a whole.

### Section 2 – General Provisions

- A. **Board Officers.** The management of the business activities of MARCH shall be vested in the Board, which shall be composed of, at a minimum, the following offices: President, Vice President, Treasurer, Secretary, and the Directors of: Enrichment, Membership, Information Technology, Communications, Activities, and Graduation, who acting together, shall constitute the Board (see Article VII for more details).
- B. **Board Unity.** The Board operates as a single unit. Therefore, the Board is bound by a Non-Disclosure Agreement (NDA). The goal of the NDA is to protect the discussions held in the Board meetings, allowing for open discussion that must remain confidential to the Board.
- C. **Term of Board Officers.** All Board Officers, with the exception of the Enrichment Director and the Graduation Director, shall have a tenure of two (2) years. The tenure of the Enrichment Director and the Graduation Director shall be four (4) years. After their tenure (2 or 4 years), a Board Officer may volunteer to serve again in the same office or to serve in a different office. In either case, a 3/4 Board approval is required. An Officer shall not serve in the same office for more than two (2) consecutive terms unless the Board approves the extension of his or her term with a 3/4 vote.
  - 1. **Term Completion.** If the Board Officer's term will expire as of the upcoming May 31, it shall be the duty of a current Board Officer to notify the Board by the end of December of the fiscal year that he or she does not desire to pursue another term in their current role or pursue a different Officer position as of the next fiscal year beginning June 1. Once the Board has been duly notified, the Vice President shall contact the Nominations Committee to begin the process of assembling qualified, eligible replacements (see Article VIII, Section 1B). The NDA remains in effect after the term is completed.
  - 2. **Holdover of Board Officers.** All non-interim Officers shall serve in their positions until a successor to that position has been selected following the

nomination guidelines (see Article VIII). If an office cannot be filled in this way, the current Board Officer may be asked by the Board to holdover until a successor has been selected and approved by the Board with a 3/4 vote. The Officer may accept or decline. The NDA remains in effect after the term is completed.

3. **Resignation of Board Officers.** If an Officer is unable or unwilling to complete their full term, a written resignation of an Officer must be submitted to the entire Board. Resignation at any time by a Board Officer will remove that Officer's obligation to continue to serve after the Board-approved effective date of the resignation. The Board can approve with a simple majority (51%). The resigning Officer shall transfer all information, duties, projects, etc. to the Board prior to leaving office. The NDA remains in effect after the resignation is accepted by the Board.
4. **Board Officer Removal.** See Section 2L.

**D. Board Mid-Term Vacancies.** If a vacancy shall occur in any Board position before the term completion, a qualified and eligible member shall be selected by the Nominations Committee as an Interim Board Officer (see Article VIII for process). The Interim Board Officer is only filling the position through the end of the fiscal year. If the Interim Board Officer wants to remain on the Board in a permanent position, they must go through the nominations process.

**E. Open Board Positions.** If the Nominations Committee cannot find a qualified candidate to fill a particular Board position, that Board position can remain open until either an interim or permanent Officer can be nominated (see Article VIII).

**F. Provision for Board Officer to Hold More than One Board Officer Position.** While the goal of MArCH is to have each Board position filled by a separate, qualified, and eligible member, existing Board Officers may step in with a 3/4 Board approval and fill a vacant position until it is filled by another qualified and eligible member. 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 is chosen from the current Board Officers who are completing their term at the end of the current school year. The preference is for the office to be filled by the Vice President, however, anyone on the Board can fill the role with a 3/4 vote of the Board (see Section H).

**H. Unfilled Office of President.** If the President position cannot be filled by a eligible and qualified candidate, the Board may choose one of the following options with a 3/4 Board approval.

1. A current Board Officer who has not completed their term in their current position may move to the role of Interim President.
2. A current Interim Board Officer may be chosen to fill the position as Interim President, but first must go through the nominations process, to allow them to be vetted.
3. A past Board Officer may be elected to fill the position as Interim President.

In the case of an Interim President who was not ratified in any Board position in the last 2 years, they will be added to the single slate of Board Candidates for the Annual General Membership Meeting before they can become the Interim President. This is the only time the Office of President is included in the ratification process.

**I. Disagreements Among Board Officers.** Since the Board operates as a single unit, any Officer may bring issues to another Officer even if that Officer is not directly involved with the issue since the Board represents all of the MArCH members. Every attempt should be made for Board Officers to reconcile differences. Disagreements are bound by the NDA.

1. **Individuality Differences.** If the issue is what a person says or how they say it and leads to frustration or misunderstanding, the Officers should attempt to discuss 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, then the issue must be brought before the Board. The Board will then make the final decision by a simple majority (51%) vote.
2. **Board Role Difference in 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 solution, then the issue must be brought to the Board for clarification. The Board will then make the final decision by a simple majority (51%) vote.

- J. Board Decisions.** Although the Board consists of individuals, with each person nominated based on their skills and abilities, the Board is a single entity. After a motion is presented, discussion has occurred, and vote has been recorded, the following must be adhered to:
1. Individual voting positions must remain confidential to the Board. Sharing individual votes with anyone outside of the Board may be grounds for removal (see L.).
  2. The Board decision is binding; even if the individual disagrees with the decision, they must still abide. The only exception to this is if the Board votes to do something against something explicitly stated in the MARCH Bylaws. If clarification is desired, the Board must seek input from members of the last Bylaws Committee for clarification (see Article XII, section 4).
- K. Consequences for Failure of Board Officers to Abide by MARCH Board Officer Standards.** Board Officers shall at all times 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.
- L. Board Officer Removal.** The Board may remove any Board Officer, with or without cause, by a 3/4 vote of all Board Officers. The matter 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 Board may also choose to expel the Officer from the organization with a 3/4 vote (see Article XI Section 3). The Board must notify the Officer being removed from the organization by a minimum of a certified letter. The Board Officer who has been removed is still bound by the NDA. Failure to abide by this could result in arbitration (see Article XI, Section 4) at the removed Officer's expense. After the removal of the Officer, the Board will follow Article VI, Section 2 to fill the position. The removed Officer shall transfer all information, duties, projects, etc. to the Board prior to leaving office.

### **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. This policy does not exclude single members from serving in leadership.
- B. Board Officers and the Statement of Faith.** Board Officers (husband and wife) must both 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 for at least two years 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. **Enrichment Enrollment Requirement.** At least one child of each Board Officer shall participate in MARCH's Enrichment co-op for the duration of the Officer's term on the Board or shall have participated in said program at some point in the past.
4. **Godly Living Requirement.** Board Officers shall live a lifestyle in accordance with Biblical standards. While failures to conform to Biblical examples will occur in the lives of all believers, Board Officers shall not demonstrate a willful disregard of basic Biblical, moral precepts.
  - a. **Church Attendance of Board Officers.** Understanding the importance of leadership in a Christian organization, the importance of Christian community, and the necessity of modeling Christ-like behavior and attitudes, a Board Officer must demonstrate consistent attendance at 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.** It is absolutely essential that each Board Officer maintains 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. It is required that the Board have an attentive, listening ear to God's direction for the organization as well as for the concerns and needs of the membership as the Board carries out the organization's stated goals.
  - c. **Board Officers and Their Relationship to One Another.** It remains essential that Board Officers hold each other accountable and maintain a spirit of unity under Christ's Lordship.



## **Article VII – Board Officers**

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

Knowing that MArCH is a Christian organization, and that MArCH should not allow disunity or dissension from accomplishing God’s purposes for the organization or for its testimony for Jesus Christ, 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, Board Operating Procedures and Policies, and any other Operating Manuals or Handbooks 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 and Goals (see Article II) and ensures that the Board Officers have what they need to accomplish their approved goals set out by the Board. The President shall notify the Board Officers of all scheduled meetings (see Article V Section 2) and shall prepare an agenda for those meetings. The President shall preside at all MArCH Board Meetings. The President shall also be an ex-officio (non-voting) member of all standing and special committees and shall perform all such other duties as usually pertain to his or her office.

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

The Vice President shall assist the President in carrying out his or her duties and shall perform such tasks as the President may assign. The Vice President shall perform the duties of the President in his or her absence or at the President’s request. The Vice President shall function as the Board liaison (non-voting member) to designated committees of MArCH and should present any updates or concerns from those committees to the Board. In the case of an unfilled Vice President position, the Board liaison to the committees that fall under the Vice President will be assigned to the other Officers, excluding the President, until an interim or permanent Vice President can be selected by the Nominations 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 shall retain in his or her possession the books and papers of MArCH, except for the Treasurer's books of account. The Secretary shall record and keep the minutes of all meetings of the Board. The Secretary shall ensure new Board members have signed all documents to join the Board and shall keep copies in the records. The Secretary shall prepare said minutes within approximately one (1) week of any Board meeting, and shall disseminate same to the Board upon completion of said minutes. The minutes are confidential, since they may contain sensitive information and may not be disseminated beyond the Board. The Secretary is responsible for ensuring the Bylaws are followed by the Board and MArCH as a whole. If the Secretary is unable to attend a meeting, the Board shall designate a Designated Secretary for that meeting. The Designated Secretary must be a Board Officer and must be approved at the opening of the meeting by a 2/3 vote of the Officers present.

### **D. Treasurer**

The Treasurer shall have charge of all funds and shall place same in such a bank or banks as may be approved by the Board. The Treasurer shall be responsible to deposit checks made payable to MArCH within a generally reasonable and customary time period. The Treasurer shall provide for the MArCH accountant all accounts of all transactions and any supporting documents and shall present, from the MArCH accountant, monthly reconciliation reports at each meeting of the Board. The Treasurer shall also present from the MArCH accountant an Annual Report, based upon a review of the books, to the organization at its Annual General Membership Meeting.

### **E. Enrichment Director**

The Enrichment Director shall be responsible for oversight and organization of all areas relating to MArCH's Enrichment Co-op. The responsibilities of the Enrichment Director cover items including, but not limited to, coordinating class scheduling, functioning as the MArCH liaison with the host church for Enrichment Co-op, Chair of the Enrichment Committee, coordinating the class Department Heads, and things of like nature. It is required that the Enrichment Director shall have served on the Enrichment Committee for at least one year prior to being approved for service as Enrichment Director on the Board.

### **F. Membership Director**

The Membership Director shall function as the interface between MArCH members and the organization, primarily through email and online contact. General duties of the Membership Director shall include communicating with potential members of MArCH regarding membership, processing all membership forms and annual dues, maintaining all membership records, publishing annual MArCH Membership and MArCH Business Directories, and duties of a similar nature.

### **G. Information Technology Director**

The Information Technology (IT) Director shall be responsible for overseeing and managing all MArCH information technology assets, including the MArCH website (in tandem with the Communications Director), any organization forums, email lists, computers, and like items. The IT Director supports the other members of the Board and Committees to do their role effectively with needed information technology duties, such as creation and maintenance of any online payments systems and MArCH online documents, among other things.

### **H. Communications Director**

The Communications Director shall oversee and moderate all member-to-member communication avenues utilized by MArCH, as well as the organization-to-member MArCH website content. Communication avenues include, but are not limited to, MArCH website content and social media interface, including MArCH Facebook pages and groups, and MArCH chat emails. The Communications Director will oversee issues and/or concerns relating to forms of communication by MArCH members, including breaches of the MArCH External Communications Policy (see Article X).

### **I. Activities Director**

The Activities Director shall be responsible for overseeing the planning and execution of MArCH member activities and things of like nature. General duties of the Activities Director shall include communicating with MArCH members regarding field trips and other events, overseeing payments for said events, functioning as the MArCH contact person with outside venues for such outings, and similar duties. Responsibilities for the activities may be assigned by the Activities Director to any member of MArCH who meets the leadership qualifications outlined in the Activities Operations Manual.

### **J. Graduation Director**

The Graduation Director shall be responsible for oversight and organization of all areas relating to MArCH's Graduation Program. The responsibilities of the Graduation Director cover items including, but not limited to, Chair of the Graduation Committee, organizing Junior/Senior Activities and the Senior Graduation Ceremony, and things of like nature. It is required that the Graduation Director shall have served on the Graduation Committee for at least one year prior to being approved for service as Graduation Director on the Board.

## Article VIII – Board Nominations and Ratifying Procedures

### Section 1 – Nominations Procedures

- A. Board Vice President’s Duty to Notify Nominations Chair.** The Vice President will notify the Nominations Committee Chair of positions that are either open or will be open at the end of the fiscal year within a reasonable timeframe of notification of Board vacancy (see Article VI, Section 2D).
- B. Nominations Committee.** The Nominations Committee is responsible for recommending permanent and interim Board Officers.
- 1. Permanent Officers.** The Nominations Committee will meet and shall agree upon by a simple majority (51%) vote a single slate of potential candidates for positions according to the nominations process outlined in the Nominations Committee’s Operating Manual that will be open as of June 1, along with second and third choices, for said positions. A single slate means one (1) couple or single member per office (see Article VI, Section 2C) for presentation to the Board.
  - 2. Board Mid-Term Vacancies.** The Nominations Committee shall recommend up to three qualified MArCH members to fill the position as an Interim Board Officer (see Article VI, Section 2D). The Nominations Chair presents the recommendations to the Vice President. If a candidate cannot be found in a reasonable timeframe, the position becomes open until the next slate of candidates is assembled. The Vice President shall be notified in a reasonable timeframe if a candidate cannot be found.
- C. Process of Board Candidate Selection.**
- 1. Permanent Officer.** Said single slate, along with the second and third choice designations, shall be presented to the Board by the Chair of the Nominations Committee by the March Board meeting. The Board will review the entire slate of potential candidates, including the second and third choices, and may either accept that slate in full by 3/4 vote or may recommend revisions to the slate to the Nominations Committee. Further communication may occur between the Vice President and the Nominations Committee regarding this topic until final agreement on a single slate has been reached.
  - 2. Board Officer Mid-Term Vacancies.** The Vice-President presents the recommendations to the Board. An Interim Board Officer is approved by a 3/4 vote. Upon a positive vote, an offer is made to the candidate to join the Board.

**D. MArCH Members Asked to Serve as Permanent Officers of the Board.** After the entire final slate has been agreed upon by both the Nominations Committee and the Board, members of the Nominations Committee will contact the members included on the slate of potential candidates and shall ask them to consider service in said positions on the Board.

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

**A. Notification to General Members of Slate of Board Candidates.** After said Board vote, the Board shall give at least two (2) weeks' notice to all MArCH members prior to the Annual General Membership Meeting of the entire slate of approved Board members that shall be submitted for a vote at the annual meeting. Said notice shall be provided to give MArCH members the opportunity to express any concerns they may have regarding potential Board nominees prior to annual meeting ratification.

**B. Ratification by General Members.** The Board-approved single slate of candidates will be restated by the Board President to the general membership for ratification at the Annual General Membership Meeting. A simple majority (51%) vote of all general members in good standing present at said meeting will be required for ratification of the single slate of Board candidates.

**C. Notification to General Members of Ratification of Board Candidates.** After the Annual General Membership Meeting, within a reasonable timeframe of approximately two (2) weeks, the President will submit an email notification to all MArCH members setting forth the ratified slate of Board Officers for the upcoming fiscal year.

## **Article IX – MArCH Committees**

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

**A. Purpose and Goal.** The Board Officers will appoint Committees to handle the standard operations of MArCH. Each of the Committees reports to a member of the Board. A Committee may appoint Subcommittees to oversee a specific area of day-to-day operations (ex. The Enrichment Committee may appoint Department Heads to oversee a specific area). The goal of the Committees is to help provide Christ-centered support to the home educator in each Committee's area of operation.

**B. Committee Creation.** The Board may create Committees as needed to carry out the standard operations of MArCH with a simple majority (51%) vote of the Board. A Committee consists of a minimum of three members.

**C. Committee Chair.** MArCH views the Committees as integral to the success of the home educator since often times they are the eyes and ears for the respective area of operation. Therefore, the MArCH Board understands the need to listen to the ideas and concerns of the MArCH Committees via the Committee Chair. The role of the Committee Chair is to ensure the Committee is following the goals of MArCH and is adhering to their Committee's Operations Manual and Member Handbook (if applicable). The Chair is to bring Committee health status, ideas, and concerns to the Board on behalf of the Committee.

**1. Committee Chair who is also a Board Officer.** The Board Officer who is also operating as a Committee Chair will ensure relevant information is shared with the Board from the Committee and make sure the Committee is represented to the Board as a whole. The Chair also brings back recommendations from the Board to the Committee. A Board Officer may only serve as the Committee Chair for the Committee they are listed as Chair on the MArCH website. The President and Vice President cannot serve as Committee Chairs (see Article VI).

**2. Committee Chair who is not a Board Officer.** The Committee Chair is appointed by the Board by a 3/4 vote. Each Committee Chair will report to a designated Board Officer. A regular communication schedule between the Board Officer and the Committee Chair will be set for each year. It is expected that the Board Officer will share any recommendations or concerns regarding the Chair's Committee in those meetings and the Chair also brings back recommendations from the Board to the Committee.

**D. Committee Selection.** The Committee Chair creates a list of potential Committee members. All Committee members must be eligible MArCH members in good standing (see Article III, Section 1) who affirm the entire Statement of Faith found on the MArCH website. The list will be submitted to the Board for approval. Once the Board approves the list by a 3/4 vote, the Committee will form by the date designated in the Committee's Operations Manual.

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

1. **Operations Manual.** Each Committee will create, maintain, and follow an Operations Manual that has been approved by the Board. Each 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, qualifying criteria for Committee Members (ex. activities experience for the Activities Committee), expectations of the Committee Members, and the process for removal from the Committee. Updates will be submitted to the Board for approval no later than April 1. The Board may not make changes to any Operations Manual without discussing the potential changes with the Committee Chair. If the Committee does not agree, the Chair will submit their reasons to the Board at a Board meeting as an invited guest (see Article V, Section 2). If the Board still does not agree by a 3/4 vote, the Committee Chair will make the necessary changes to the Operations Manual that the Board is requesting. Changes to the Operations Manual will not take effect until the following fiscal year unless there is a unanimous vote of the Board.
2. **Member Handbook.** It is up to the discretion of each Committee on whether to create and disseminate a Handbook for the families impacted by their Committee. The Committee must submit a new Handbook or changes to the Handbook to the Board for approval by April 1. A new Handbook or changes to the Handbook will not take effect until the following fiscal year unless there is a unanimous vote of the Board.

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

See MArCH website for the current list of Committees.

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

**General Provisions** - The purpose of this section is to lay out the process for dealing with a disagreement between a member and a MArCH Committee or a MArCH Committee conflict with a member or child in the member’s care. This provision applies to all members in good standing or members who are appealing an issue that directly removed them from good standing (see Article III, Section 1). For possible disciplinary responses from the Board and the appeal process, see Article XI.

**A. Member Disagreement with a MArCH Committee.** The process below shall be used if a member has a disagreement with a principle, policy, or process of a MArCH Committee.

1. **First Step.** If a member has a disagreement with a principle, policy, or process of a MArCH Committee, the member should consult the Chair of that Committee for clarification of the principle, policy, or process.
2. **Second Step.** If the member is not satisfied with the discussion with the Committee Chair and the Chair is not a Board Officer, they may present their position to the Board Officer over that committee in a reasonable timeframe. The Board Officer will clarify the principle, policy, or process to the member.
3. **Third Step.** If the member disagrees with the Board Officer, they may present their position to the entire Board in a reasonable timeframe. The Board will clarify the principle, policy, or process. The member must abide by the principle, policy, or process of that committee.

**B. MArCH Committee Conflict with a Member or Child in the Member’s Care.** The process below shall be used if a MArCH Committee has a conflict with or is accusing a member or child in the member’s care of violating a MArCH principle, policy, or process of their Committee.

1. **First Step.** If a violation of a MArCH Committee’s principle, policy, or process occurs, a Committee member shall meet with all parties involved to address the violation. The Committee member will then decide if the issue is resolved or needs to be escalated to the Committee Chair. The goal is for there to be restoration between the member and the Committee.
2. **Second Step.** If the member disagrees with the Committee member, the dispute will be escalated to the Committee Chair or the Board Officer over the Committee to resolve the conflict. The goal is for there to be restoration between the member and the Committee.
3. **Third Step.** If one or more of the parties involved disagrees with the Board Officer, they may present their position to the entire Board in a reasonable timeframe of the meeting with the Board Officer. The Board will clarify the Committee’s principle, policy, or process, vote on whether the violation is upheld, and will notify the member of their decision in a reasonable timeframe. The member agrees to abide by the Board’s decision.



## **Article X – External Communications Policy**

### **Section 1 – Purpose**

The purpose of MArCH's External Communications Policy (the ECP) is to ensure that MArCH provides a consistent image and message to its members, potential members, the media, and the general public. To safeguard consistency in communication of MArCH's principle, policy, or process, this article contains guidelines for ensuring that all external communication aspects uphold standards of Christian character and good behavior. Adherence to this policy is required of all members of MArCH.

### **Section 2 – Definition of External Communications**

External communications are defined as communications that are distributed to and/or viewed by current MArCH members, potential members, the media, and/or the general public in a public forum. This communication includes, but is not limited to, MArCH websites, social networking sites, (i.e., Facebook, Instagram, LinkedIn, etc.), association-wide emails, groups (i.e., Yahoo groups, Google groups, etc.), message boards and forums, blogs, podcasts/webcasts, public text messaging (i.e., Twitter), newsletters, news releases, flyers, brochures, advertisements, billboards, posters, association forums, association letterhead, business cards, and promotional items.

### **Section 3 – Members and External Communications**

The Board Communications Director and the Information Technology (IT) Director shall serve as administrators/editors for the external communications. These two Board Officers shall administer all external communication utilized by MArCH members or MArCH groups (i.e., committees, task forces, etc.) for the purpose of disseminating information about MArCH, its services, programs, committee efforts, members, etc. A MArCH member who wishes to contribute MArCH-specific material for viewing by other MArCH members or the general public via external communication must submit the material to the Communications Director or the IT Director. If such materials are deemed appropriate and/or necessary, they will be posted.

### **Section 4 – MArCH Logo**

The MArCH logo may not be used in external communication without written permission from MArCH. If a member wishes to use the MArCH logo in external communications that he or she administers (i.e., business cards, advertisements, MArCH websites, etc.), written permission must be obtained from the MArCH Communications Director or the IT Director, at which time said Director will also provide the approved logo file to be used.

## **Section 5 – Violations of the ECP**

MARCH members and their children may not use social media or other public communication outlets in a way that slanders, demeans, or otherwise causes those who receive that communication to question the good character of MARCH or its members. Violation of this policy will cause a member to be disciplined in the same manner as he or she would have been disciplined had the violation occurred during an official MARCH-sponsored event (see Article III, Section 4C).

## **Article XI – Disciplinary and Arbitration Policy of MARCH**

### **Section 1 – Purpose**

The purpose of the MARCH disciplinary policy is to help ensure that members and students understand the consequences of not following the expectations of the MARCH organization, programs, and events sponsored by MARCH.

### **Section 2 – Individual Programs and/or Events Disciplinary Policies**

Each MARCH program and/or event has its own policy based on the specific needs of its program or event. For example, the disciplinary policy for MARCH Enrichment may be different than the disciplinary policy of Graduation due to the differences in the program and the event. These policies remain at the individual program or event level. The Director over the program or event, at their discretion, may choose to forward the violation to the Board based on the frequency or egregious nature of the violation for Board level discipline. Each program or event should make the members and students aware of the disciplinary policy prior to the program or event. The program or event's disciplinary policy and any changes to the policy must be a part of their Board-approved Member Handbook.

### **Section 3 – Board-Level Discipline**

If a violation goes to the Board, they will either choose to dismiss the violation or affirm the program or event's discipline and assign the violator one of the following types of discipline:

- A. **Probation** – If a member or child has been found in violation of a principle, policy, or process of MARCH, they may be placed on probation. The member or child is still able to attend MARCH programs or events. A signed document by the legal guardian(s) and Board President detailing the incident and violation is placed in violator's MARCH membership file. The Board must vote to place a member or a child on probation with a 2/3 vote. The member will be advised about the probation time period and, in the case of a child, all members responsible for the child violator will also be advised about the probation time period.

- B. **Suspension** – If a member or child has been found in violation of a principle, policy, or process of MArCH, they may be placed on suspension. The member or child is not able to attend any MArCH programs or events. A signed document by the legal guardian(s) and Board President detailing the incident and violation is placed in violator’s MArCH membership file. The Board must vote to place a member or a child on suspension with a 2/3 vote. The member will be advised about the suspension time period and, in the case of a child, all members responsible for the child violator will also be advised about the suspension time period.
  
- C. **Expulsion** – If a member or child has been found in violation of a principle, policy, or process of MArCH, they may be expelled. The member or child is not able to attend any MArCH programs or events. A signed document by the legal guardian(s) and Board President detailing the incident and violation is placed in violator’s MArCH membership file. The Board must vote to expel a member or a child with a 2/3 vote. The member will be advised about the expulsion details and, in the case of a child, all members responsible for the child violator will also be advised about the expulsion details. The Board can vote to allow an expelled person to attend a specific event with a 2/3 vote.

#### **Section 4 – Arbitration Process**

- A. **Appeal Decision of the Board** – If a member refuses to abide by the decision of the Board outlined in Article III Section 4 or Article IX Section 3, they shall submit the conflict to binding arbitration by an agreed-upon Christian Arbitrator. The member requesting arbitration is responsible for all fees incurred (the member’s and MArCH’s) unless the arbitrator overturns MArCH’s decision, in which case MArCH will be responsible for all fees (theirs and the member’s).
  
- B. **Potential Member Legal Action Against MArCH** – Members may not seek legal action against MArCH. Instead, they shall submit the conflict to binding arbitration by an agreed-upon Christian Arbitrator. The member requesting arbitration is responsible for all fees incurred (the member’s and MArCH’s) unless the arbitrator finds MArCH at fault, in which case MArCH will be responsible for all fees (the member’s and MArCH’s).
  
- C. **Potential MArCH Legal Action Against Member** – MArCH may not seek legal action against a member. Instead, they shall submit the conflict to binding arbitration by an agreed-upon Christian Arbitrator. MArCH is responsible for all fees incurred (the member’s and MArCH’s) unless the arbitrator finds the member at fault, in which case the member will be responsible for all fees (the member’s and MArCH’s).

## **Article XII – 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 and updating of the Bylaws by the Bylaws Committee is carried out at the discretion of the Board. At a minimum, this should be done every two years. The Committee is chaired by the Bylaws Chair, who reports to the Vice President. The Committee will review and submit recommended changes to the Vice President.

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

The Vice President will submit the proposed changes of the Bylaw Committee to the Board. The Board may not alter the proposed amendments or revisions before the vote. If the Board desires a change, they must submit the change back to the Committee. The Committee will then resubmit the proposed change with the Board's modifications; if the Committee does not agree with the modifications, they may present their reasoning to the Board. The Bylaw Amendments and Revisions go into effect immediately upon a 2/3 approval of the Permanent Board Officers. Every Permanent Board Officer must vote on any new amendments or revisions to the Bylaws, either in person at a duly-called Board meeting, or by email vote. Absentee voting by a Board Officer will be allowed prior to a Board meeting concerning amendments. The Board must have a minimum of 60% of Permanent Board Officer positions filled for a vote to be taken.

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

If there is a question or disagreement on the meaning of the approved Bylaws, the President should contact at least one member of the last Bylaws Committee. If the President is unable to contact a member of the last Bylaws Committee, the President is to contact a member of the Board that signed the latest Bylaws in the following order: President, Secretary, Vice President, then any other member (see bottom of the last page for names). The respondent is to submit in writing the answer to the comment or question. The response should go to all members on the Board. The Board may request the respondent to attend a Board meeting as a guest for further clarification.

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

All Bylaws amendments and revisions shall be made available to the MArCH general membership as soon as reasonably possible after enactment by the Board by posting them on the MArCH website and by email to all general members.

### **Article XIII – Accounting Review**

Periodic review every three (3) to five (5) years of all outside-filed accounting documents of MArCH, including its annually-filed Form 990, shall be conducted by an outside accounting firm selected by the Board. The purpose of said review will be to determine whether MArCH has appropriately and fully completed the filing of all such accounting documents, or whether revisions to such filings need to be made. The Board shall appropriate sufficient funds payable from MArCH general funds for said periodic accounting review.

### **Article XIV – 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 XV – Books and Records**

MArCH shall keep correct and complete books and records of account of the activities and transactions of the organization including a record book, which shall contain a copy of MArCH's application for tax-exempt status, copies of the IRS information return, and a copy of its Articles of Incorporation, Bylaws, and all amendments thereto. A copy of the organization's Articles of Incorporation and Bylaws, as amended to date, shall be open to inspection by the members of MArCH and shall be posted on the MArCH website. 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 – 2017-2020: Scott Doust (Chair), Sheryl Mechler, and Shannon Suarez**

These Bylaws, as amended, are hereby approved by the MArCH Board of Directors on the 21st day of January 2020. In witness whereof, we have hereunto subscribed our names.

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Steve and Jill Palomino, President

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Steve and Rachel Gonzales, Vice President

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Gene and Nela Painter, Treasurer (Acting)

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Todd and Lisa Hickman, Enrichment Director

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Les and Kimberly Cornelius, Activities Director

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Tim and Marissa Jones, IT Director

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Norm and Jeanette Clothier, Communications Director

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Timothy and Lydia Price, Membership Director