

**BYLAWS FOR FOUR STATES HOMESCHOOLING ASSOCIATION  
DBA TEACH TEXARKANA  
(THE EDUCATORS ASSOCIATION OF CHRISTIAN HOMESCHOOLERS TEXARKANA)**

**ARTICLE I – NAME**

1. The name of the organization shall be Four States Homeschooling Association DBA TEACH Texarkana (The Educators Association of Christian Homeschoolers Texarkana), hereafter referred to as TEACH Texarkana, a nonprofit, 501(c)(3) organization. TEACH Texarkana is a group of Christian families who agree that it is their privilege to teach and train their children and that this responsibility is given to them by God (Deuteronomy 6:6-7, Proverbs 22:6, and Ephesians 6:4).
2. No activity, publication, or seminar shall use the name of TEACH Texarkana or receive endorsement by TEACH Texarkana unless approved by a majority vote of the Board of Officers.

**ARTICLE II – PURPOSE**

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

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

TEACH Texarkana is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of TEACH Texarkana shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE III – DOCTRINAL STATEMENT**

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

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

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

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

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16).
2. We believe there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 3:16-17, John 1:1-14).
3. We believe in the deity of Christ (John 10:30), His virgin birth (Isaiah 7:14, Matthew 1:18-21), His sinless life (Hebrews 4:15), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3), His Bodily resurrection (I Corinthians 15:4-5), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; Ephesians 1:7-8 and 2:8-10).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9).
7. We believe in the present ministry of the Holy Spirit in whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, John 16:13-15).

#### **ARTICLE IV – MEMBERSHIP**

1. Application for membership is made annually according to the Bylaws.
2. Application for membership shall be open to Christian homeschooling families who agree to abide by these Bylaws and all other governing documents. In this organization, a family is defined as follows: one naturally born male, and one naturally born female, related by the institution of marriage (not common law), with one or more children; or a single parent or grandparent with one or more (grand)children.
3. Applicants must fill out a current (as per the insurance policy) insurance waiver to be approved for membership.
4. A renewing member must maintain status as a member in good standing, defined as a member of TEACH Texarkana who remains current on all organization dues and payments and complies with the membership qualifications outlined in the Governing Documents.
5. Membership shall not be open to groups, organizations, institutions, or the like, and is subject to approval by the Board of Officers.
6. Membership shall not be open to non-Christian homeschooling families.
7. Those of differing Christian denominations may participate in all activities provided they do not seek to cause disunity within the organization by promoting the superiority of one denomination over another. Such incidences shall be addressed by the steps outlined in TEACH Texarkana Standing Rules.

8. Membership dues shall be charged per family as recommended by the Board of Officers with the approval of the membership.
9. All monies collected by TEACH Texarkana shall be used for events, activities, and purposes of TEACH Texarkana, and shall be considered transferable within the organization at the discretion of the Board of Officers. Any funds remaining after the discharge of debts from events or activities will revert to the TEACH Texarkana General Fund. Monies collected for events, activities, and annual dues are considered nonrefundable unless otherwise noted.
10. TEACH Texarkana recognizes July 1 through June 30 as the fiscal year. The Board of Officers must approve exceptions.
11. 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.
12. Members and their guests are expected to abide by the TEACH Texarkana Governing Documents.
13. To respect the privacy of the members of TEACH Texarkana, no one shall give out membership information or individual names to people outside TEACH Texarkana without the express consent of those particular individuals.

#### **ARTICLE V – NON-MEMBERS**

In TEACH Texarkana, visitors are defined as any non-members who come to any public TEACH Texarkana-sponsored events which at this time are Monthly Meetings and Park Days. Any exception must be approved by the Board of Officers. Members are encouraged to invite and bring non-member visitors to public TEACH Texarkana-sponsored events. These events are planned and coordinated for TEACH Texarkana members and information-seekers, in particular.

In an effort to provide safe opportunities for our children, all remaining activities and events of the TEACH Texarkana organization (including but not limited to Academic Activities, Parties, Perot Theatre events, Co-op, and Teen Activities) shall be attended only by current members of TEACH Texarkana and/or their guests. Current members are defined as those who have met the standards for membership in Article IV and have paid their dues in full. Guests are defined as non-members who accompany current members; thus, no visitors shall be allowed to private TEACH Texarkana events unless they are guests of specific members.

## ARTICLE VI – MEETINGS

1. TEACH Texarkana has Monthly Meetings on or around the first Thursday of each month (unless there is a conflicting event or extenuating circumstance), August through May. Notice of all meetings shall be provided to the membership by the President through website Forum and social media posts at least three days prior to the meeting.
2. Special meetings may be called from time to time by a majority of the Board of Officers.
3. Business matters presented by the Board of Officers shall be decided by a majority vote of members present unless otherwise indicated by the Bylaws.
4. The members present at any Monthly Meeting shall constitute a quorum.

## ARTICLE VII – ELECTIONS

1. Nominations
  - a. At the January Board of Officers Meeting, the Officers shall recommend at least three (3) members to serve on an Elections Committee. The President is responsible for ensuring the availability of Officer recommended members and making sure the committee is filled by Officer recommended members.
  - b. If any member of the Elections Committee chooses to run for any office, the Board of Officers shall appoint a replacement for that Elections Committee member.
  - c. The Election Committee shall be announced to the membership at the **February Monthly Meeting**.
  - d. At the **March Monthly Meeting**, a member of the Elections Committee shall open the nominations for the Board of Officers. A member may submit his/her name and Board of Officer Candidate Information Form for TEACH Texarkana to the Elections Committee before the close of nominations at the beginning of the April Monthly Meeting. A husband and wife may submit their names if they desire to run for and hold an Officer position jointly. The Candidate Information Form shall be available on the TEACH Texarkana website. In the event there are not enough candidates to fill every office, a member may run for more than one office.

- e. Only active members of at least twelve (12) months (prior to assuming office) may nominate themselves or be nominated to serve as a Board Officer.
- f. The Elections Committee shall contact the Membership and Web Administrator to verify that all nominees have been active members of TEACH Texarkana for at least twelve (12) months (prior to assuming office). The Elections Committee shall contact the Secretary, Academic Activities Coordinator, and Co-op Director to verify nominee eligibility based on participation at TEACH Texarkana activities and events where participation can be verified (such as Monthly Meetings, Field Trips, and Co-op).
- g. Two weeks prior to the **April Monthly Meeting**, the Elections Committee may email the membership to solicit nominees if an office remains vacant.
- h. The TEACH President shall provide an informational meeting for Board nominees regarding the responsibilities of open positions and general information about Board service. Nominees unable to attend may be contacted individually by the President prior to official nomination.
- i. At the beginning of the **April Monthly Meeting**, a member of the Elections Committee shall close the Board of Officers nominations. The Elections Committee shall verify candidate eligibility and candidate awareness and willingness to perform duties of the desired office. A board member shall then perform criminal background checks on all candidates. The Elections Committee shall then email the membership, through the Membership and Web Administrator, announcing nominees for Board of Officer positions, within two weeks of the close of nominations. The Elections Committee shall also prepare Candidate Information Forms for publication by the Membership and Web Administrator to the membership within two weeks of the close of nominations.
- j. At the **May Monthly Meeting**, election shall be by a majority vote of members.
- k. The Teen Leadership Council (TLC) is open to all teens whose families are members in good standing of TEACH Texarkana. Each year, application submissions shall open before the end of the school year and close at the discretion of the TEACH Teen Director. See the TLC Guidelines for more details.

## 2. Voting

- a. Each member family shall have one (1) vote.
- b. Only members shall be permitted to vote.

- c. The Elections Committee and Membership and Web Administrator shall prepare an absentee ballot with all candidate names and positions. Absentee ballots shall be made available on the TEACH Texarkana website two (2) weeks prior to the **May Monthly Meeting**.
- d. Absentee ballots must be completed online to be counted. Absentee voting shall close three days prior to the **May Monthly Meeting**.
- e. The Elections Committee shall count ballots at the **May Monthly Meeting**.
- f. The Elections Committee Chairperson shall announce results of voting at the **May Monthly Meeting**.
- g. Newly elected officers shall assume office at the **June Board of Officers meeting**.

#### **ARTICLE VIII – QUALIFICATIONS OF OFFICERS**

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

1. Be a member in good standing of TEACH Texarkana 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) term on the TEACH Texarkana Board of Officers. A member in good standing is defined as a member of TEACH Texarkana who remains current on organization dues and payments and abides by qualifications for membership as outlined in the Governing Documents.
2. Sign his/her agreement with the Doctrinal Statement of TEACH Texarkana.
3. Have attended four (4) events in the fall semester (August through December) where attendance is recorded and can be verified (such as, but not necessarily limited to, Monthly Meetings, Field Trips, and/or Co-op).

## ARTICLE IX – DUTIES OF OFFICERS

1. TEACH Texarkana is a voluntary organization maintaining the following offices, each having two (2) year terms, and rotating as follows (with odd and even years defined as the year in which the election takes place):
  - President – odd
  - Vice President – even
  - Secretary – odd
  - Treasurer – even
  - Academic Activities Coordinator-odd
  - Co-op Director – even
  - Membership and Web Administrator – odd
  - Teen Director – even
  - Kids Director – odd
2. All Board Officers *are expected* to attend monthly meetings. All Board Officers *are expected* to attend all regular Board Meetings. Video and/or phone conferencing does count as attendance for Board Meetings. If a Board Officer fails to fulfill his/her duties according to these Bylaws, the other Board of Officers may vacate that office and may immediately appoint a temporary replacement until a permanent replacement can be voted in by the membership.
3. If a Board Officer's position is vacated-with the exception of the President-the vacant position may be filled at the next Monthly Meeting. At least one (1) week prior to the Monthly Meeting, the Secretary shall notify the membership the name of the person recommended by the Board of Officers and that a vote shall be taken to fill the vacated position. The recommendation must be approved by a two-thirds (2/3) majority of the members present at the Monthly Meeting, or through an online vote, at which the prior notification has been given. If the office of President is vacated, the Vice President shall fill it and the position of Vice President shall be filled as described herein.
4. All resignations of board members will not be complete without a Letter of Resignation by the Board Member and a Letter of Acceptance from the remaining Board of Officers. All notebooks, documents, receipts, and any other TEACH belongings must be returned to the Board immediately upon resignation.
5. No Board Officer shall be compensated via salary or other benefits for their service as an Officer of the Board.
6. No Board Officer shall reimburse themselves.

7. The **President** shall:

- a. See that all Board Officers and chairpersons fulfill their respective duties, enforce these Bylaws, and recommend amendments as necessary to the Board of Officers.
- b. Preside over all meetings of the Board of Officers and call special sessions of the Board of Officers, if necessary.
- c. Preside over all TEACH Texarkana meetings and call special meetings, if necessary. Publish notice of those meetings to the membership by website forum post, social media, and/or email at least three days prior to the meeting.
- d. Organize activities, speakers, and/or refreshments for the Monthly Meetings, as well as any appreciation gift or remuneration for the speakers.
- e. Have access to the debit card with authority to use funds, report all funds used to the Treasurer within seven (7) days, as well as keep the Treasurer informed of expenditures relating to activities and stay within the allotted budget for each activity. The President shall also have the authority to make any and all deposits into the TEACH Texarkana bank account.
- f. Maintain hard copies of all Governing Documents and assign two members of the Board of Officers to document revisions at the January Board Meeting.
- g. Present proposed changes to Governing Documents to the membership at the February Monthly Meeting.
- h. Contact the company with whom TEACH Texarkana has insurance each year to keep attendance information records and policy needs current, and contract for liability coverage after presenting options to the Board of Officers at the Spring Board Meeting.
- i. Provide an informational meeting for Board nominees regarding the responsibilities of open positions and general information about Board service. Nominees unable to attend may be contacted individually by the President prior to official nomination.
- j. Be the Organizer of the nonprofit, 501(c)(3) organization TEACH Texarkana and update Board of Officer information with the State of Texas in June of each year as needed.
- k. Refile the Assumed Name Certificate with the office of the Secretary of State for the State of Texas in June every ten years, beginning in the year 2027.

- l. Check TEACH Texarkana email and pass requests and/or information on to the relevant Board Officer, or post to the website Forum and/or social media.
- m. Notify all members of any special elections as determined by the Board of Officers. (from Secretary)
- n. Email letters inviting non-member visitors to join TEACH Texarkana, and inform them of our non-member policy, upon receipt of notification of their attending three (3) public TEACH Texarkana-sponsored events in any one school year.
- o. Send a welcome email to every new member when informed of such by the Membership and Web Administrator.
- p. Prepare and deliver a notebook providing helpful information to the incoming President at the June Officer Orientation Meeting.

8. The ***Vice President*** shall:

- a. Exercise the duties of the President in the President's absence.
- b. Organize and/or supervise adult and family social activities under authority of the office, to include selecting members to serve as sub-chairpersons on committees for social activities. The committees may include but shall not be limited to Moms Night Out, the Back-to-School Picnic, the Fall Festival, the Christmas Parade, Junior and Senior Class get-togethers, and Graduation. The Vice President shall inform sub-chairpersons of their allotted budget and collect receipts with explanations to give to the Treasurer. The Vice President may also request sub-chairpersons fill out a summary of events to aid the next sub-chairperson of that activity. Coordinators of adult and family social events and activities are under the supervision of the Vice President.
- c. Collect attendance sheets for events that fall under the Office of Vice President and deliver to the Secretary.
- d. Submit a list of preliminary monthly social events for the coming year to the Treasurer at the July Board Meeting for the creation of payment codes.
- e. Set up events that fall under the Office of Vice President on the TEACH calendar and promote on the website and social media.

- f. Ensure thank you notes to social activity contacts or others affording opportunities to the organization have been written and sent.
- g. Have access to the debit card with authority to use funds, and report all funds used to the Treasurer within seven (7) days, as well as keep the Treasurer informed of expenditures relating to activities and stay within the allotted budget for each activity.
- h. Send a welcome email or postcard to new members when assigned by the Membership and Web Administrator.
- i. Prepare and deliver a notebook to the incoming Vice President by the June Officer Orientation Meeting, with a summary of events and organizational tips.

9. The **Secretary** shall:

- a. Take the minutes of all Board Meetings, Monthly Meetings (when business is conducted), and Board business conducted via electronic means (email, text) and provide to the web administrator for storage on the TEACH website. A copy of all Board and Monthly Meeting Minutes shall also be sent to each Board Officer within two weeks of each meeting.
- b. Be responsible for researching, developing, coordinating, marketing, and advertising strategies for TEACH Texarkana with the approval of the Board of Officers.
- c. Compile and provide a printed sheet of announcements for each Monthly Meeting and provide a digital copy of the announcement sheet to the Membership and Web Administrator for publication on the website.
- d. Be responsible for signing bank paperwork regarding access changes within 72 hours of receiving said paperwork and upon notification and approval of the Board of Officers.
- e. Provide a copy of any TEACH Texarkana attendance sheets upon request of the President or the Election Committee.
- f. Send a welcome email or postcard to new members when assigned by the Membership and Web Administrator.
- g. Prepare and deliver notebook containing Minutes and other helpful information to the incoming Secretary at the June Officer Orientation Meeting.

10. The ***Treasurer*** shall:

- a. Deposit collected funds into the bank account of the organization within two weeks of receipt and disburse them as warranted under the direction of the Board of Officers. The Treasurer shall supply deposit slips to any Board Officer by request, who shall then deposit any collected funds into the bank account of the organization and deliver or mail the bank receipt showing the deposit to the Treasurer, within two weeks of the event occurrence.
- b. Assist the Membership and Web Administrator in collecting dues and deposit within two business days of receipt.
- c. Reconcile bank activity monthly based on online banking reports and submitted receipts and Forms.
- d. Make a financial report at each Board Meeting updated to the prior month's final transactions.
- e. File Form 990-N electronically with the IRS within four (4) months from the end of the TEACH Texarkana fiscal year on June 30.
- f. Present to the Board of Officers a proposed budget for the year by the July Officer Orientation Meeting and present the final draft of the budget at the August Monthly Meeting.
- g. Keep accurate records of all receipts and disbursements.
- h. Have access to the checkbook and debit card, with the authority to use funds.
- i. Pay all legitimate outstanding obligations and invoices of TEACH Texarkana, and issue reimbursements by check to members.
- j. Maintain the Accounting area of the TEACH Texarkana website, to include, but not be limited to, managing the online payment services, creating payment codes for events and activities, correcting payment or invoice errors, and assisting other Board of Officers with the accounting needs.
- k. Provide the Membership and Web Administrator a list of all unpaid member families prior to and after the September monthly meeting.

- l. Provide access to the financial records and online banking to the President and Vice President at the beginning of each fiscal year for transparency and accountability.
- m. Send a welcome email or postcard to new members when assigned by the Membership and Web Administrator.
- n. Prepare and deliver a notebook to the incoming Treasurer by the June Officer Orientation Meeting containing the budget for the past year, including receipts and disbursements.

11. The **Academic Activities Coordinator** shall:

- a. Organize and/or supervise academic activities under the authority of the office, including selecting members to serve as sub-chairperson on committees for academic activities. The committees may include but shall not be limited to planning field trips, academic fairs, spelling bees, track and field days, book clubs, Park Day, service projects, and the Perot Theatre Series. The Academic Activities Coordinator shall inform sub-chairpersons of their allotted budget and collect receipts, with explanations to give to the Treasurer. The Academic Activities Coordinator may also request sub-chairpersons fill out a summary of events to aid the next sub-chairperson of that activity. Sub-chairpersons of TEACH Texarkana academic activities are under the supervision of the Academic Activities Coordinator.
- b. Submit a list of preliminary monthly academic activities for the coming year to the Treasurer at the July Board Meeting for the creation of payment codes.
- c. Publish all relevant information on the website and social media including, but not limited to, times, dates, locations, directions, payment instructions, deadlines, cancellation policies, and the like.
- d. Ensure that thank you notes to academic contacts or others affording opportunities to the organization have been written and sent.
- e. Collect attendance sheets for events that fall under the Office of the Academic Activities Coordinator and deliver to the Secretary.
- f. Have access to the checkbook and/or debit card with authority to use funds, and report all funds used to the Treasurer within seven (7) days, as well as keep the Treasurer informed of expenditures relating to activities and stay within the allotted budget for each activity.

- g. Send a welcome email or postcard to new members when assigned by the Membership and Web Administrator.
- h. Prepare and deliver a notebook to the incoming Academic Activities Coordinator by the June Officer Orientation Meeting with a summary of events and organizational tips.

12. The **Membership and Web Administrator** shall:

- a. Receive and process membership applications and renewals each year making sure insurance waivers are complete, regularly check the 'Approve Signup' administrative function on the TEACH Texarkana website, respond within three (3) days to requests for membership, answer any questions asked, and assign families to "sections" as necessary.
- b. Upon each membership approval, provide the application information to the Board of Officers. The President and one Board Officer shall send a welcome email or postcard.
- c. With the help of the Treasurer, collect membership dues each year, then transfer those dues in a timely manner to the Treasurer for deposit.
- d. Administer the Melissa Johns Memorial Scholarship each year by advertising and receiving online applications, submitting them for review to the Board of Officers, and notifying recipients.
- e. Working with the Treasurer, park (meaning suspend the website access and privileges of) all unpaid member families within five days of the September Monthly Meeting and send them an email regarding their suspended website and social media privileges until their membership dues are paid. Members who have not filled out insurance waivers by this time are also subject to being parked.
- f. Remove all unpaid families from the TEACH Texarkana website and social media by September 30 of each year to prevent the organization from paying website fees for non-member families.
- g. Be available for orienting families new to TEACH Texarkana by consulting with and directing them appropriately.
- h. Receive and process membership applications for social media accounts in a timely manner.

- i. Update the TEACH Texarkana website including, but not limited to, publishing Co-op classes, updating all pages with current events, creating calendar events when requested, and creating graphics to promote events on an as-needed basis.
- j. Create and publish forms as needed including, but not limited to, scholarship applications, membership, voting and elections, and Co-op registrations.
- k. Provide the Vice President with access to the Super Admin login credentials to ensure operational continuity in the event of an emergency.
- l. Assist TEACH Texarkana members in utilizing the content of the TEACH Texarkana website. Train new TEACH Board of Officers as needed on the TEACH Texarkana Admin website.
- m. Maintain the social media accounts for TEACH Texarkana, to include, but not be limited to, approving/denying membership requests, creating graphics and/or posts to promote TEACH Texarkana activities, and responding to questions posted on any accounts.
- n. Prepare and deliver a notebook to the incoming Membership and Web Administrator by the June Officer Orientation Meeting with a summary of events and organizational tips.

13. The ***Co-op Director*** shall:

- a. Organize and direct the five-week fall and five-week spring sessions of Co-op, including, but not limited to, co-leading Co-op Committee meetings to plan the theme and classes for each Co-op session, organizing the Opening Assembly time before Co-op, and securing a location for Co-op.
- b. Organize and/or supervise Co-op activities under the authority of the office, including selecting a member to serve as a sub-chairperson on the Co-op Committee. The duties of this sub-chairperson may include, but shall not be limited to, helping to solicit volunteers to serve on the Co-op Committee, co-leading the planning of the next Co-op's theme & classes with the Co-op Committee, obtaining teachers for all Co-op openings, and filling in as needed during Assembly. The Co-op Director may also request the sub-chairperson to fill out a summary of events to aid the next sub-chairperson of the Co-op Committee. The sub-chairperson of TEACH Texarkana Co-op is under the supervision of the Co-op Director.
- c. Co-publish all information for each Co-op session, to include location, meeting times, offered classes, teachers, and costs on the website with the Membership and Web Administrator for publication.

- d. Work with the Board of Officers to determine the fee paid or love offering given to the Co-op location each semester and obtain a check from the Treasurer to pay the amount at the end of each applicable Co-op session.
- e. Collect attendance sheets for each Co-op session and deliver to the Secretary.
- f. Perform criminal sexual offense background checks on all Co-op adult attendees, with the help of other Board Officers, and ensure all Co-op teachers watch the Child Protection and Safety Training Video prior to the beginning of each Co-op session each fall (as well as any new teachers in the spring session).
- g. Work with the Membership and Web Administrator to ensure the correct fees are charged to families during the Co-op registration process. Also use the Accounting Tool on the website to ensure families pay by the registration deadline.
- h. Submit signed reimbursement forms with receipts to the Treasurer within seven (7) days of the closing of each Co-op session.
- i. Send a welcome email or postcard to new members when assigned by the Membership and Web Administrator.
- j. Prepare and deliver a notebook to the incoming Co-op Director by the June Officer Orientation Meeting with summary of events and organizational tips.

14. The **Teen Director** shall:

- a. Under the authority of the office, select members to serve as sub-chairpersons on committees for large TEACH Teen social events. The committees may include, but not be limited to the Ball, the Bridge, Progressive Dinner, and any other activities that require a team. The Teen Director shall inform sub-chairpersons of their allotted budget and collect receipts, with explanations given to the Treasurer. The Teen Director may also request sub-chairpersons fill out a summary of events to aid the next sub-person of that activity. Coordinators of TEACH Teen social events and activities are under the authority of the Teen Director.
- b. Oversee the TLC (Teen Leadership Council) and select one or two adult member TLC Advisors. Advisors may or may not be TLC parents. The Teen Director shall organize and conduct a planning meeting with TLC twice a year, in July and January, to plan out each semester's activities. In the spring, the Teen Director, with the help of the TLC Advisors, shall conduct the application process as lined out in the TEACH Texarkana Teen Leadership (TLC) Guidelines to choose next year's council. The TLC is under the authority of the Teen Director.

- c. With the help of TLC, organize and/or supervise monthly social activities. Activities could include, but are not limited to game nights, holiday parties, special events, and virtual get-togethers.
- d. Submit a list of preliminary teen social events and activities for the coming year to the Treasurer at the July Board Meeting for creation of payment codes.
- e. Collect attendance sheets for events that fall under the Office of Teen Director and deliver to the Secretary.
- f. With the help of TLC, ensure thank you notes to social activity contacts or others offering opportunities to the TEACH Teens are written and sent.
- g. Have access to the debit card with authority to use funds, and report all funds used to the Treasurer within seven (7) days, as well as keep the Treasurer informed of expenditures related to activities and stay within the allotted budget for each activity.
- h. Send a welcome email or postcard to new members when assigned by the Membership and Web Administrator.
- i. Prepare and deliver a notebook to the incoming Teen Director by the June Officer Orientation Meeting, with a summary of events and organizational tips.

15. The ***Kids Director*** shall:

- a. Under the authority of the office, select members to serve as sub-chairpersons on committees for TEACH Kids social events. The committees may include, but not be limited to the Christmas Party, the Valentine's Party, Culture Studies, and any other activities that require a team. The Kids Director shall inform sub-chairpersons of their allotted budget and collect receipts, with explanations given to the Treasurer. The Kids Director may also request sub-chairpersons fill out a summary of events to aid the next sub-person of that activity. Coordinators of TEACH Kid's social events and activities are under the authority of the Kids Director.
- b. Organize and/or supervise monthly social activities. Activities could include, but are not limited to holiday parties, adventure outings, special events, and virtual get-togethers.
- c. Submit a list of preliminary kids' social events and activities for the coming year to the Treasurer at the July Board Meeting for the creation of payment codes.

- d. Collect attendance sheets from each event that fall under the Office of the Kids Director and deliver to the Secretary.
- e. Ensure thank you notes to social activity contacts or others offering opportunities to the TEACH Kids are written and sent.
- f. Have access to the debit card with authority to use funds, and report all funds used to the Treasurer within seven (7) days, as well as keep the Treasurer informed of expenditures related to activities and stay within the allotted budget for each activity.
- g. Send a welcome email or postcard to new members when assigned by the Membership and Web Administrator.
- h. Prepare and deliver a notebook to the incoming Kids Director by the June Officer Orientation Meeting, with a summary of events and organizational tips.

#### **ARTICLE X – BOARD MEETINGS**

1. There shall be five (5) regular Board Meetings of the Board of Officers each year: June, July, Fall, January, and Spring.
  - a. The June Board Meeting shall include, but not be limited to, the following objectives:
    - i. Board Officers shall present reports, as needed, on matters relating to their respective offices that have occurred since the previous regular Board Meeting.
    - ii. The Treasurer shall present a financial report closing out the fiscal year, and remaining funds will be allocated.
    - iii. The Membership and Web Administrator shall present updates to the membership application when necessary.
    - iv. All “old business” will be closed.
    - v. Outgoing Officers shall present incoming Officers with duty notebooks appropriate to their new positions.

- vi. The new Board Officers shall also determine which two Officers shall be responsible for checking the TEACH Texarkana post office box on a regular basis.
- b. The July Board Meeting shall include, but not be limited to, the following objectives:
- i. The Treasurer shall present a budget for the new fiscal year for discussion, revision, and adoption
  - ii. The Treasurer shall have Form 990-N prepared for review and electronic submission.
  - iii. Board Officers shall submit preliminary events/activities for the coming year to the Treasurer for the creation of payment codes.
  - iv. Discuss objectives and related activities presented by the Board of Officers in connection with their respective positions for the months of August, September, and October.
  - v. Board of Officers shall submit potential fundraising ideas as needed.
- c. The Fall Board Meeting shall take place sometime during a fall month at a time that does not conflict with Co-op, and shall include, but not be limited to, the following objectives:
- i. Board Officers shall present reports, as needed, on matters relating to their respective offices that have occurred since the previous regular Board Meeting.
  - ii. The Treasurer shall present a financial report updated to the prior month's final transactions.
  - iii. Discuss objectives and related activities presented by the Board of Officers in connection with their respective positions for the months of November, December, and January.
  - iv. Execute fundraisers for the coming year.
- d. The January Board Meeting shall include, but not be limited to, the following objectives:
- i. Board Officers shall present reports, as needed, on matters relating to their respective offices that have occurred since the previous regular Board Meeting.

- ii. The Treasurer shall present a financial report updated to the prior month's final transactions.
  - iii. Discuss objectives and related activities presented by the Board of Officers in connection with their respective positions for the months of February and March.
  - iv. Make appointments to the Elections Committee.
  - v. Review Governing Documents and approve suggested amendment(s) to present to the membership at the February Monthly Meeting.
- e. The Spring Board Meeting shall take place during a spring month that does not conflict with Co-op, and shall include, but not be limited to, the following objectives:
- i. Board Officers shall present reports, as needed, on matters relating to their respective offices that have occurred since the previous regular Board Meeting.
  - ii. The Treasurer shall present a financial report updated to the prior month's final transactions.
  - iii. Discuss objectives and related activities presented by the Board of Officers in connection with their respective positions for the months of April and May.
  - iv. Review liability insurance coverage options presented by the President and select coverage for the Organization.
  - v. Remind outgoing Officers to prepare notebooks appropriate to their positions for the incoming Officers meeting in June.
2. A quorum of the Board of Officers shall be required to conduct business at Board Meetings. A quorum of the Board of Officers shall be two-thirds (2/3) of the filled Board of Officers.
3. The Secretary shall send a copy of the Board Meeting Minutes to each Board Officer in a timely manner.
4. Board Officers *are expected* to attend all the regular Board Meetings. Video or phone conferencing does count as attendance.

5. Officers may conduct business via electronic means (email, text, video or phone conference, etc.), when necessary, as long as a quorum is present for the discussion and decision-making.

#### **ARTICLE XI – COMMITTEES**

The Board of Officers may appoint standing or special committees. The Board of Officers shall state the duties of any such committee upon its appointment, and such committee shall cease to exist when its final report is accepted, adopted, or canceled by the Board of Officers. No committee shall have any power to: fill vacancies on the Board of Officers; adopt, amend, or repeal the Bylaws; amend or repeal any resolution of the Board of Officers; or act on matters committed by the Bylaws or resolution of the Board to another committee of the Board.

#### **ARTICLE XII – WEBSITE**

The purpose of the website is to provide ideas, information, classified ads, and a calendar of events that edify and benefit homeschooling as well as publication opportunities for our children. All items posted are subject to the Bylaws and Standing Rules of TEACH Texarkana.

#### **ARTICLE XIII – TELECONFERENCING**

TEACH Texarkana shall provide teleconferencing opportunities for its members when necessary. The teleconferencing platform shall be chosen to reach the most members possible. Security measures enacted shall include, but not be limited to, password-protected meetings, private meeting-enabled settings, waiting room features to allow the host to approve participants, disabled screen sharing for participants, private chat disabled for participants, sharing of host credentials with adult TEACH Texarkana members only, and the prohibition of pseudonym usernames. If teleconference meetings are recorded, they shall be stored for a period of one (1) week for the purposes of educational instruction only and will be deleted at the end of the storage period. Participation in a TEACH Texarkana teleconference implies consent to be recorded for educational purposes only. Participants are prohibited from taking screenshots or personally recording any part of any meetings, including the audio unless granted permission from the coordinator of the teleconference.

Participants are encouraged to clear sensitive information, disable reminders, and close sensitive applications from their screens before teleconferencing. Participants shall abide by all TEACH Texarkana Governing Documents for the duration of the teleconference.

TEACH Texarkana is neither responsible nor liable for any items seen or auditory information overheard in participants backgrounds during a teleconference. During TEACH Texarkana-sponsored teleconferences, participants are reminded that platforms may collect data automatically; TEACH Texarkana shall configure each teleconference to the most private settings possible, but some information may be collected.

#### **ARTICLE XIV – FIELD TRIPS AND ACTIVITIES**

TEACH Texarkana plans regular field trips and other extra-curricular activities. Relevant information shall be published on the website and social media accounts. All participants are expected to abide by the TEACH Texarkana Governing Documents.

#### **ARTICLE XV – PURCHASES AND REIMBURSEMENTS**

TEACH Texarkana operates on a fiscal year that begins July 1 and ends June 30 of each year. The budget shall be presented, discussed, and adopted at the July Board Meeting, and shall govern that fiscal year. Purchase budgets and reimbursement procedures are established by the Board of Officers for each event and activity. No reimbursement shall be fulfilled without approval of the event or activity coordinator, receipt, and a completed Reimbursement Form. **Receipt and Reimbursement Forms shall be submitted to the Treasurer within seven (7) days of an event or activity.** Purchases made by Board Officers shall be documented with receipt and completed Purchase Report Form submitted to the Treasurer within seven (7) days of date of purchase. Failure to follow these procedures could result in denial of reimbursement and/or loss of purchase privileges for the Board Officer.

#### **ARTICLE XVI – THE MELISSA JOHNS MEMORIAL SCHOLARSHIP**

The Melissa Johns Memorial Scholarship was established to honor a longstanding member of TEACH Texarkana dedicated to homeschooling and with a heart for mentoring families. The scholarship covers yearly membership dues for up to three (3) families. Applications shall be accepted during the membership and renewal process each year (the months of July and August), with the deadline to apply of August 31. In the event all scholarships are not applied for, the Board of Officers may solicit other candidates after that date.

## **ARTICLE XVII – PROCEDURES**

Robert’s Rules of Order, Newly Revised, shall guide all procedures and parliamentary matters of the organization and Board Meetings. According to Robert’s Rules, a tie vote defeats the motion or proposal that is being voted on just as if all members voted against it.

## **ARTICLE XVIII – INDEMNIFICATION**

The organization shall indemnify any agent of the organization including the Board of Officers, Registered Agent, Organizer, Volunteers, and/or any other agent authorized to operate under the auspices of TEACH Texarkana, who was or is a party, or is threatened to be made a party to any proceeding, administrative or investigative, as such a person was or is an authorized representative of the organization. This indemnification against expenses, judgments, fines, and amount paid in settlements actually or reasonably incurred by such a representative of the organization is contingent upon the determination that such person acted in good faith and in a manner he/she believed to be in, or not opposed to, the best interests of the organization. With respect to any criminal proceeding, indemnified persons shall have had no cause to believe that their conduct was unlawful.

To satisfy indemnification obligations, the organization may maintain insurance, obtain a letter of credit, act as a self-insurer, create a reserve trust, cash collateral, enter into indemnification agreements, or use any other arrangement whatsoever in such amounts, at such costs, and upon other terms and conditions that the Board of Officers shall deem appropriate.

This indemnification shall be made only if the organization shall be advised by its Board of Officers acting (1) by a quorum consisting of Officers who are not parties to such action or proceeding upon a finding that, or (2) if a quorum under is not obtainable with due diligence, upon the opinion in writing of legal counsel that, the Officer has met the foregoing applicable standard of conduct. If the foregoing determination is to be made by the Board of Officers, it may rely as to all questions of law, on the advice of independent legal counsel.

## **ARTICLE XIX – CONFLICT OF INTEREST**

The standard of behavior at the TEACH Texarkana Organization is such that all Members, including Board Officers, scrupulously avoid conflicts of interest between those of TEACH Texarkana on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The Board of Officers understands that the purposes of this policy are to protect the integrity of TEACH Texarkana's decision-making process, to enable the Membership to have confidence in its integrity and to protect the honesty and reputations of all the organization's Members. Before decision-making, any Board Officer needing to do so shall make full disclosure to the Board of any interests, relationships, and/or holdings that could potentially result in a conflict or benefit of interest. This verbal disclosure shall be entered into the Board Meeting minutes. After disclosure, the Board Officer will be excused from the room for the discussion and shall not be permitted to vote on the question with the remaining Board.

In the course of any subsequent meetings with the General Membership, any conflict or benefit of interest shall be disclosed where any Board Officer, family, employer, or close associate could receive a benefit or gain. After disclosure, the Board Officer will be excused from the room for the discussion and shall not be permitted to vote on the question.

#### **ARTICLE XX – DISSOLUTION**

In the event of dissolution of the organization, all liabilities and obligations of the organization shall be paid, satisfied, and discharged, or adequate provision made thereof to the extent possible, by the assets of the organization, but shall not become the liability of the Board of Officers. Any remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

#### **ARTICLE XXI – EXECUTION AND AMENDMENT**

1. These Bylaws shall become effective upon approval by three-fourths ( $\frac{3}{4}$ ) vote of the members present and voting at any Monthly Meeting called for that purpose.
2. The Bylaws may be amended, repealed, or altered in part by the following procedures:
  - a. Any member-proposed amendment must be submitted in writing to the Board of Officers for approval at least two (2) weeks prior to being submitted to the membership.
  - b. If approved by the Board of Officers, the membership shall be notified in writing of the present wording and/or proposed amendment, and that a vote shall 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. Absentee votes shall be submitted by online ballot only.
  - e. If approved by three-fourths ( $\frac{3}{4}$ ) majority vote of those members voting at the scheduled meeting, and those voting absentee, the proposed amendment shall become effective.
3. The Governing Documents are to be reviewed annually.
- a. Any member proposed amendment must be submitted in writing to the Board of Officers for approval at least two (2) weeks prior to being submitted to the membership at the February Monthly Meeting.
  - b. The Bylaws are then either approved as written by a simple majority or approved as amended by a three-fourths ( $\frac{3}{4}$ ) majority vote of those members voting at the March Monthly Meeting.

*Revised January 2026*