

**BYLAWS OF  
MCKINNEY AREA CHRISTIAN HOMESCHOOLERS**

**Article I – Organization Overview**

**Section 1 – Name**

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

**Section 2 – Legal Designations**

MARCH is a nonprofit corporation, incorporated in the state of Texas. 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 parents who desire to educate their children at home.
- c. To provide enrichment and credit classes and activities in a cooperative learning setting for member children.
- d. To provide positive socialization opportunities for homeschooled 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 a structured high school senior year experience for all graduating seniors, a “year of honor,” including a graduation ceremony and year-long senior activities.
- g. To provide all 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.
- h. To provide ministry opportunities to help develop servants’ hearts in member children.
- i. To engage in such other activities, consistent with the general purpose of MArCH stated in Article II – General Provisions – 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 gives Christian recognition to unbelievers or advocates multi-faith union.

## **Section 4 – God’s Word**

Since MArCH is a Christian organization, God’s Word shall be the final authority for governing its procedures and attitudes.

## **Section 5 – Cooperative Teaching**

To promote a safe environment for our children, topics involving religious discussion concerning the Word that may cause division, or that focus on matters concerning doctrine or modes of worship about which the teaching of various Christian denominations may differ, are discouraged. Such topics include, but are not limited to, beliefs about communion, about salvation, about modes or timing of baptism, about eschatology, and about church governance. Additional topics to be avoided include, but are not limited to, varying Christian church practices or preferences regarding styles of worship, styles of music, and order/content of worship services. If any disputes arise concerning the spiritual or biblical aspects of any material taught in an enrichment cooperative class, such disputes shall be conveyed to the Board by the parties involved, whereupon the Board will remedy same within a reasonable time frame.

## **Article III – Membership**

### **Section 1 – Membership Eligibility**

Any family actively engaged in or contemplating the homeschooling of their children may become a member of MArCH after payment of the annual dues, after completion and acceptance of all necessary membership paperwork, and after signifying, in writing, agreement by at least one parent or guardian of the family that he or she personally agrees with, believes in, and accepts the MArCH Statement of Faith (the “Statement of Faith”) as described in the remainder of this article. The term “homeschooling” for purposes of these Bylaws is defined as one or both parents or guardians of a family being ultimately responsible for the majority of the education of their child, whether that education is derived at home or through online courses, or 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 – Membership Benefits**

MArCH membership offers multiple benefits to MArCH members, such as receipt of regularly-published MArCH newsletters and all member-wide MArCH emails, by which 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 are also eligible to enroll in Collin College dual credit classes that take place at the location where MArCH conducts its enrichment cooperative classes. Members additionally have the ability to receive member identification cards and to have access to the MArCH

membership directory, the MArCH Bylaws, and other MArCH documents via the organization's website. 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.

### **Section 3 – MArCH Statement of Faith**

- a. Purpose.** The purpose of the membership Statement of Faith is to state the governing principles by which MArCH operates.
- b. Application.** The Statement of Faith is applied to MArCH members in the following manner:
  - 1. MArCH Members.** For all potential or current MArCH member families, prior to being accepted into membership or renewed for membership, the following standards shall apply:
    - a. Affirmation of Entire Statement of Faith.** At least one parent or guardian shall affirm, in writing, his or her personal agreement with, belief in, and acceptance of the entire content of the Statement of Faith, and shall state that he or she shall agree to abide by same.
    - b. Substitute Statement of Faith Acknowledgement.** If any parent or guardian does not join his or her spouse in the affirmation stated in subsection (a) above, he or she shall instead acknowledge, in writing, that he or she understands that the beliefs listed in the Statement of Faith constitute the guiding principles of MArCH, and that he or she agrees to abide by the Statement of Faith.
    - c. Failure to Abide by Statement of Faith Affirmation/ Acknowledgement.** If any parent or guardian fails to meet the requirements regarding the Statement of Faith set forth in subsections (a) and/or (b) above, said family will become ineligible to become or to remain a member of MArCH, and the Board shall, in a timely manner, notify the family of the imposition of said consequence. Potential and current MArCH members shall be advised of the requirements listed in subsections (a) and (b) above in prominent wording on the MArCH Membership Application form, one of the documents of the MArCH membership application/renewal materials.
  - 2. Adult Children of MArCH Member Families.** Before being allowed to teach or help at MArCH enrichment cooperative classes on a volunteer basis, any adult child of a MArCH family shall be required to sign a separate Statement of Faith in addition to that of his or her family, that shall affirm, in writing, that he or she personally agrees with, believes in, and accepts the entire content of the

Statement of Faith, and that he or she agrees to abide by same. For the purposes of this section, an adult child of a MArCH family is defined as any child who has graduated from high school and who is no longer eligible to enroll in MArCH high school enrichment or credit classes.

3. **Enrichment Participants.** Only MArCH parents or guardians who have affirmed, in writing, that they personally agree with, believe in, and accept the entire content of the Statement of Faith, and that they agree to abide by same, shall be allowed to teach, co-teach or to be helpers at enrichment cooperative classes, or to be involved in any of the other volunteer activities connected with enrichment (such as clean-up, set-up, and so forth). If the aforementioned enrichment participant has a spouse who has declined to affirm the entire Statement of Faith (see Article III – Membership – Section 3(b)(1)(a) above), the non-affirming spouse will not be permitted to participate in MArCH enrichment in any capacity. Before any MArCH member commences any such volunteer involvement connected with the enrichment cooperative setting, Enrichment Committee members as designated by the Enrichment Director shall verify that the member has affirmed, in writing, his or her agreement with the entire Statement of Faith as outlined in the above Section 3(b)(1)(a). (Also, see Article III – Membership – Sections (3)(c)(1) and (3)(c)(2) below regarding Statement of Faith documentation.)
4. **MArCH Leadership Positions.** The following requirements regarding the Statement of Faith shall apply to MArCH members who hold leadership positions within the organization:
  - a. **Board, Enrichment Committee, and Department Head Positions.** With respect to MArCH members who intend to seek, or do in fact occupy, the positions of Board officers, Enrichment Committee members, or Department Heads, *both* spouses or guardians of said MArCH families shall have affirmed, in writing, that they personally agree with, believe in, and accept the entire content of the Statement of Faith, and that they agree to abide by same. With respect to Department Heads, said requirement to affirm personal agreement with the entire Statement of Faith will apply to new Department Heads who assume their positions during and after the 2014-2015 school year; this requirement will not apply to MArCH members who already hold the position of Department Head as of the beginning of the 2014-2015 school year.
  - b. **All Other MArCH Leadership Positions.** With respect to MArCH members who occupy any other MArCH leadership position, such as membership on any of the various MArCH committees (the Yearbook Committee, the Lunch Committee, the Senior Committee, the Scholarship Committee, and so forth), only the spouse who holds the designated position is required to

have affirmed, in writing, that he or she personally agrees with, believes in, and accepts the entire content of the Statement of Faith, and that he or she agrees to abide by same. It is desired that such leaders' spouses will also have affirmed the same position with respect to the Statement of Faith, but it shall be acceptable for such leaders' spouses to have declined to affirm this same position. If a leader's spouse has declined to affirm this same position regarding the Statement of Faith, see Article III – Membership – Section 3(b)(1)(b), for the content of the further statement to which the leader's spouse must agree.

**c. Documentation.** The following policies govern documentation of the Statement of Faith:

1. **Requirements:** The requirements for keeping accurate written and online records with respect to members' agreement with the Statement of Faith is as follows:

**a. All Leadership Positions.** Careful written and online records with respect to the Statement of Faith documents signed by all MArCH members shall be maintained by the MArCH Membership Director and shall be made available to all Board members, Nominating Committee members, and Enrichment Committee members who have been authorized to have access to them by the Enrichment Director in connection with the process of leadership selection. Prior to any MArCH member being considered for *any* leadership position within MArCH, the person(s) involved in the leadership selection process shall consult these completed Statement of Faith records regarding said person and his or her spouse. This Statement of Faith document review shall occur prior to any person in leadership communicating with a MArCH member that he or she is being considered for a leadership position within the organization.

**b. All Other MArCH Members.** Said Statement of Faith records shall be made available for review by Board members and/or Enrichment Committee members, when there shall exist a legitimate need to have access to said information.

2. **Purpose.** The purpose of keeping accurate written and online records with respect to members' agreement with the Statement of Faith is as follows:

**a. Board, Enrichment Committee and Department Head Positions.** Such recordkeeping shall be maintained and utilized for the purpose of ascertaining that *both* spouses of a MArCH member family under consideration for one of these leadership positions have affirmed the entire

Statement of Faith in full, indicating a personal belief in and agreement with all aspects of the Statement of Faith, and an agreement to abide by same.

- b. All Other MArCH Leadership Positions.** Such recordkeeping shall be maintained and utilized for the purpose of ascertaining that the individuals themselves under consideration for other MArCH leadership positions have in fact affirmed the entire Statement of Faith in full, indicating a personal belief in and agreement with all aspects of the Statement of Faith, and an agreement to abide by same. Examples of such leadership positions include membership on any of the various MArCH committees, such as the Yearbook Committee, the Lunch Committee, the Senior Committee, or the Scholarship Committee.
- c. All Other MArCH Members.** Such recordkeeping shall be maintained and utilized for the purpose of making Statement of Faith records available for review by Board members and/or Enrichment Committee members should the statements made therein be called into question.

**d. Content:**

1. I believe the Bible to be the inspired and the only infallible authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit, who created all things in heaven and on Earth, including all human life (Genesis 1:1-28, 5:1-2; John 10:30, 37-38).
3. I believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and propitiating death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; John 2:11, 11:25; Acts 1:11; Romans 3:25; Colossians 1:14; Hebrews 4:15, 7:25, 9:12; 1 John 2:2, 4:10; Revelation 19:11-16).
4. I believe that man was created in the image of God but fell into sin, and is therefore sinful by nature and is lost, and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (John 3:16-19; Romans 3:23; Ephesians 2:18-19; Titus 3:5-6).
5. I believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life (1 Corinthians 6:19-20; Ephesians 4:30, 5:18).

6. I believe in the eternal existence of both the saved and the lost. They who are saved are saved unto eternal life, and they who are lost are condemned unto eternal damnation (John 5:28-29).
7. I believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

## **Article IV – Dues**

### **Section 1 – Annual Dues**

The dollar amount of annual dues for family membership shall be determined each year by the general membership at the April annual general membership meeting (see Article V – Meetings – Section 2). Dues will be payable not later than May 15<sup>th</sup> of each year. New member families joining between May 16<sup>th</sup> of a given year and before January 31st of the following year, shall pay the full year's dues at the Board's discretion. New members joining MArCH between February 1<sup>st</sup> and May 15<sup>th</sup> of a given year shall remit a prorated fee for membership through May 15<sup>th</sup>, 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 by way of online payment or payment by mail.

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

No member delinquent in payment of dues shall be eligible to vote or to enjoy any of the other privileges or benefits of membership (see Article V – Meetings – Section 2(c) and Article III – Membership – Section 2).

### **Section 3 – Financial Hardship**

Any member family who finds the payment of membership dues to be a financial hardship may make application to the Board for a waiver of dues. Upon affirmative approval of a majority of the Board, the family's membership dues shall be waived for the year, and the family shall be eligible to receive the full rights and privileges of membership. Said approval becomes valid by mere Board assent, either in person or by Board email, or may be in the form of a Board vote.



## 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 – Annual General Membership Meeting

- a. **Timing of Annual General Membership Meeting.** 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 the officers shall hold over until their successors have been ratified.
- b. **Annual General Membership 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 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.
- c. **Purposes of Annual General Membership Meeting.** The purposes of the annual general membership meeting shall be as follows:
  1. **Ratification of New Board Members.** The April general membership meeting should consist of full disclosure to the membership of all approved Board officers, as well as any new committee member leaders, who will be serving for the upcoming year (June 1<sup>st</sup> to May 31<sup>st</sup>). The general membership shall then vote to ratify the entire slate of approved Board officers and any new committee member leaders, and they may cast a vote for or against the *entire* slate of nominees only, and may not single out candidates from the slate about which to cast different votes.
  2. **Treasurer’s Report.** The Treasurer shall present an annual report to the general membership, based upon a review of MArCH’s books of account.
  3. **Annual Membership Dues.** Annual membership dues shall be approved by a majority vote of general and Board members who are present at the meeting.

### Section 3 – Business Meetings

A MArCH 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 the President, or upon the call of a majority of the Board. The date, time and place of such special

meeting shall be fixed by the President or by the Board with the provision of at least one (1) week's email notice.

#### **Section 4 – Board Meetings**

- a. Regular Board Meetings.** Meetings of the Board shall be held regularly 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.
- 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) members of the Board to the Vice President/Secretary.
- 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 to attend a Board meeting.

#### **Section 5 – Quorum**

- a. General Membership Meeting.** A majority of members present at any general membership meeting will constitute a quorum for any vote that takes place at that meeting. 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.
- b. Board Meetings.** Four Board officers present at a meeting shall constitute a quorum, for purposes of conducting Board business.

#### **Section 6 – Voting**

- a. General Membership or Business Meetings.** Each MArCH member family shall be entitled to one (1) vote in matters as shall come before the organization.
- b. Board Meetings.** Each Board position, rather than each individual Board member, shall have one (1) vote, i.e., each married couple (one husband and one wife) may exercise one (1) vote.

## Article VI – Leadership Positions

### Section 1 – 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/Secretary, Treasurer, and Directors of Enrichment, Membership, Information Technology, Communications, and Activities, who acting together, shall constitute the Board.
- b. **General Procedure to Fill Board Positions.** All officers are to be approved by the Board by a unanimous vote, and shall be presented to the general membership for ratification at the April annual general membership meeting, except in the case of Board positions that are filled by the Board outside of the normal process and timing of the procedure for Board member selection (see Article VIII – Board Elections – Section 1 regarding the usual process for filling Board positions). Said timing outside of the normal process for selection of Board members will include any date after a given April general membership meeting, and prior to the next regularly-occurring April general membership meeting (see also Article VI – Leadership Positions – Section 1(f) regarding Board vacancies that may occur at times other than at the end of regular two-year Board terms).
- c. **Term of Board Officers.** All Board positions, with the exception of the Enrichment Director, shall have a tenure of two (2) years. The tenure of the Enrichment Director shall be four (4) years, unless the Board approves otherwise. After two years of service, or four years of service, in the case of the Enrichment Director, a Board officer may volunteer again to serve in the same office, or to serve in a different office. However, 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. If a Board position cannot be filled by another qualified candidate, the current officer may remain in the same position, irrespective of the two-consecutive-term rule.
- d. **Hold Over of Board Officers.** All officers shall serve in their positions until a successor to that position has been selected and approved by the Board and ratified by the general membership, unless extenuating circumstances or resignation prevent an officer from remaining in his or her position, or unless a majority of the current Board members approves allowing the Board position in question to remain open until a new MARCH member has been selected and approved by the Board and has been ratified by the general membership. (See also Article VI – Leadership Positions – Section 1(f) which specifies that no general membership meeting ratification is required and that Board selection and approval of a new Board member are the sole requirements to fill a Board

position if said Board position vacancy occurs after a given April general membership meeting and before the next succeeding April meeting occurs.)

- e. **Resignation of Officers.** The resignation of any officer may be accepted by a majority vote of the remaining members of the Board. Resignation at any time by a Board member removes that member's obligation to continue to serve in his or her position until a successor to that position has been selected.
- f. **Board Vacancies.** If a vacancy shall occur in any Board position after the date of one April general membership vote, and before the next succeeding April general membership meeting occurs, whether by resignation or due to any other occurrences, the Board shall fill by unanimous vote said vacancy by appointing a new Interim Board member selected from eligible MArCH members, or by appointing an existing Board member who agrees to fill the vacant position. If a Board vacancy is filled in this manner, no ratification by the MArCH general membership shall be required for said vote at the next-occurring April general membership meeting. No Nominating Committee shall be convened to locate candidates to fill the vacant position. Said new Board member shall serve as an Interim Board member, who shall serve out the balance of the term of the Board member whom he or she was selected to replace. If said Interim Board member desires to continue serving in the same (or another) Board position when his or her interim term has ended, the Board member must be selected, voted upon, and ratified in the same manner for the position in question as other new Board members (see Article VIII – Board Elections – Section 1).
- g. **Volunteer Status of Board Officers.** No monetary compensation shall be paid to Board members for serving on the Board.

## Section 2 – Officer Standards

Officers shall meet the following standards:

- a. **Officers and the Statement of Faith.** Officers shall, in writing, affirm their personal agreement with the Statement of Faith (see Article III – Membership – Section 3(b)(4)(a)).
- b. **Homeschooling Requirements for Officers.** 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. The President and Vice President/Secretary are required to have homeschooled one or more children for at least two years prior to serving on the Board. All officers will continue to homeschool at least one child during the duration of their terms. If an officer ceases to homeschool at least one child, he or she shall tender his

resignation to the Board immediately. (See Article III – Membership – Section 1 for definition of homeschooling of a child.)

- c. **MARCH Membership Requirements for Officers.** Officers shall have been members of MARCH for at least one year prior to assuming office.
- d. **Enrichment Enrollment Required for Officers' Families.** At least one child of each Board officer shall participate in MARCH's cooperative enrichment program for the duration of the officer's term on the Board, or shall have participated in said program at some point in the past.
- e. **Preference for Married Couples to Hold Officer Positions.** It is preferred that all Board offices be occupied by married couples, who will assume joint responsibility for the offices. The definition of a married couple will be according to scripture which teaches a one (1) man (husband) and one (1) woman (wife) union. This policy does not exclude single parents from serving in leadership.
- f. **Provision for Board Member to Hold More than One Officer Position.** While the goal of MARCH is to have each Board position filled by qualified MARCH members, existing Board members may step in and fill a vacant position until it is filled by another qualified MARCH member. Each Board member 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. **Requirements for Enrichment Director as a Board Officer.** It is required that the Enrichment Director shall have served on the Enrichment Committee for at least one (1) year prior to be approved for service as Enrichment Director on the Board.
- h. **Godly Living Requirement for Officers.** 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, officers shall not demonstrate a willful disregard of basic biblical, moral precepts.
- i. **Spiritual Walk of Officers.** The Board will take into consideration the length of time a potential Board member has been a Christian in order to ensure that the candidate will model Christian leadership, and to protect those who are new believers (1 Timothy 3:6). Further, understanding the importance of leadership in a Christian organization and the necessity of modeling Christ-like behavior and attitudes, a potential Board member must demonstrate consistent church attendance and be a member of a local, recognized church for at least one (1) year prior to service on the Board (Hebrews 10:25). Current Board officers shall continue to be faithful attenders of a local Christian church.
- j. **Character Qualities of Board Officers.** It is absolutely essential that each Board member or potential Board member maintain a high standard of discretion, discernment and good judgment in his or her relationships with MARCH members. Board members

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 MARCH's stated goals.

- k. Board Officers and Their Relationship to One Another.** It remains essential that Board members hold each other accountable and maintain a spirit of unity under Christ's Lordship. It is therefore recommended that each regular Board meeting open with scripture reading and prayer, and that it close with prayer, including prayer by the Board members for one another and their families.
- l. Consequences for Failure of Board Officers to Abide By MARCH Rules and Standards.** Board officers shall at all times abide by the rules and standards for leadership positions that are established by the Board. They will further affirm that they understand that failure to abide by these rules and standards could result in disciplinary action or expulsion from the organization as described in these Bylaws, with the forfeiture of all dues, unless the Board chooses otherwise.

### **Section 3 – Board Authority**

- a. General Authority.** The Board shall have general supervision and control of all activities of the organization.
- b. 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 4 – Executive Appointees**

- a. General Provisions.** The management of the business activities of MARCH shall and may be delegated by the Board and shall be vested in the leaders of MARCH.
- b. Types of Executive Appointees.** Said management shall be, at a minimum, entrusted to the following leadership roles: an Enrichment Committee, a Senior Committee, a Nominating Committee, a MARCH Memorial Scholarship Committee, any other leadership committees tasked to accomplish the business functions of enrichment that may be created from time to time, any subcommittees of the Board, any committees designated to accomplish proposed MARCH goals or other short-term projects of the Board, and any club leadership.
- c. Standards Governing All Committee Leaders and Committee Members.** All MARCH committee leaders and members, as well as all MARCH club leaders, shall meet and abide by all standards that are set forth in Article VI – Leadership Positions – Section 2(a), (b), (c), (d), (h), (i), (j), (k) and (l) of these Bylaws, and these general principles and

standards that are specified for Board members shall apply in like manner to all committee leaders and committee members.

- d. Selection of Committee Members.** Members of all MArCH committees are to be selected by and are to serve at the behest of the applicable committee leader. The committee leader who selects said members is responsible to verify that said committee members meet and abide by the standards in these Bylaws that are set forth in Article VI – Leadership Positions – Section 2(a), (b), (c), (d), (h), (i), (j), (k) and (l).
- e. Provisions Governing Committee Leaders.** All committee leaders shall be presented to the Board for approval and are to be presented to the general membership for ratification at the April general membership meeting (see Article V – Meetings – Section 2). Upon presentation of a committee leader to the Board for approval, the Board as a whole shall be responsible to verify that said committee leader meets the aforementioned standards set forth in Article VI – Leadership Positions – Section 4(c), along with the standard described in Article VI – Leadership Positions – Section 2(g), if applicable, regarding the selection of an Enrichment Director. All committee leaders shall meet the same standards applicable to Board members as specified in Article VI – Leadership Positions – Sections 1(e) and (f) regarding resignation of officers and interim Board vacancies.
- f. MArCH Memorial Scholarship Committee**

  - 1. General Provisions for the Scholarship Committee.** The Scholarship Committee shall be made up of three (3) MArCH members who meet the above-listed standards set forth in Article VI – Leadership Positions – Section 4(c). Said Scholarship Committee members shall serve during the spring semester of each year and shall be tasked with awarding designated MArCH Memorial Scholarships to members of the high school senior graduating class. The goal and intentions of staffing the Scholarship Committee from the year 2015 and forward are to provide the scholarship applicants each year with two experienced Scholarship Committee members and one new member, for a total of three Scholarship Committee members. The experienced committee members shall allow the committee to retain yearly consistency in the scholarship award process, while the new committee members will bring a fresh perspective to the award process each year.
  - 2. Procedure for Appointing Scholarship Committee Members.** To meet said Scholarship Committee goals, the optimum Scholarship Committee appointment process shall be as follows, beginning with the year 2015. The Board shall fill open Scholarship Committee positions by appointing committee members each to serve for a term of three (3) years. Based on the composition of the committee prior to the year 2015, said appointment process will accomplish the goal of maintaining

each year on the Scholarship Committee two experienced members, along with one new member.

## **Article VII – Board Officers**

### **Section 1 – General Purpose of the Board**

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, MArCH will be managed by a Board of Directors, composed of specified Board officers in the following list.

The following are the general duties of MArCH Board officers:

### **Section 2 – President**

The President shall preside at all meetings of MArCH and of the Board. The President shall be a member ex-officio of all regular and special committees, and shall perform all such other duties as usually pertain to his or her office. The President shall notify the members of the Board of all meetings and shall prepare an agenda for Board meetings. It is required that those members holding the office of President shall have already served at least one (1) year on the Board. The office of President shall be filled by the Vice President/Secretary upon of an affirmative vote of three-fourths (3/4) of the current the Board members, following the suggested one-year training time as Vice President/Secretary. Said Board approval does not require ratification by MArCH general membership at the April general membership meeting. In the event of the President’s early resignation, or departure, if the Vice President/Secretary is unwilling, is unqualified, or is incapable of serving as the President, or if the Board is unwilling to confirm the Vice President/Secretary as President, by a minimum three-fourths (3/4) majority vote, the Board shall select another Board member capable, qualified, and willing to fill the position of President. The President shall retain in his or her possession the books and papers of MArCH, except for the Treasurer’s books of account.

### **Section 3 – Vice President/Secretary**

The Vice President/Secretary shall assist the President in carrying out his or her duties and shall perform such tasks as the President may assign. The Vice President/Secretary shall perform the duties of the President in his/her absence or at the President’s request. The Vice President/Secretary shall keep a true record of all meetings of the Board and of the organization, which true record shall be known as the minutes. The Vice President/Secretary, or the designated secretary for a particular meeting, shall prepare said minutes within one (1) week of any Board or general meeting he or she attends, and shall disseminate same to the



Board, or to general MArCH members as appropriate, upon completion of said minutes. The Vice President/Secretary shall function as the Board liaison to the committees of MArCH, such as the Senior Committee. The Vice President/Secretary shall serve at least one (1) year of training time with the intention of becoming President of the Board unless the Board believes MArCH would be better served with another Board member serving as President. If the Vice President/Secretary agrees to serve as President, then this agreement must garner three-fourths (3/4) confirmation vote by the Board and does not require ratification at the April general membership meeting.

#### **Section 4 – 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, preferably within two (2) weeks of their receipt by the Treasurer, barring extenuating circumstances. MArCH bank funds shall only be withdrawn by a check signed by two members of the Board (typically the Treasurer and one other officer) if the amount exceeds \$250.00. Any check for an amount under \$250.00 need only be endorsed by one signature. The Treasurer shall keep current all accounts of all transactions and any supporting documents and shall present monthly reconciliation reports at each meeting of the Board. The Treasurer shall also present an annual report, based upon a review of the books, to the organization at its annual April general membership meeting.

#### **Section 5 – Enrichment Director**

The Enrichment Director shall be responsible for oversight and organization of all areas relating to MArCH's cooperative enrichment program. The responsibilities of the Enrichment Director cover items such as coordinating class scheduling, functioning as the MArCH liaison with the host church for cooperative enrichment classes, overseeing the Enrichment Committee, coordinating the class Department Heads, and things of like nature.

#### **Section 6 – 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, generating membership cards, publishing annual membership and MArCH business directories, and duties of a similar nature.

#### **Section 7 – Information Technology Director**

The Information Technology (IT) Director shall be responsible for overseeing and managing all MArCH information technology assets, including the MArCH website, any organization forums,

email lists, computers, and like items. The IT Director will assist the Board with needed information technology duties, such as creation and maintenance of any online payments systems and MARCH online documents, among other things.

### **Section 8 – 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, and the MARCH Tribune Newsletter. 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 IX). The Communications Director will also oversee and, if necessary lead, the MARCH Tribune Newsletter Editor, the management of the MARCH Tribune, its content, and the content of the course taught at enrichment cooperative classes.

### **Section 9 – 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. Responsibility for these activities may be assigned by the Activities Director to any member of MARCH who meets the leadership qualifications of Article VI – Leadership Positions – Section 2(a), (h), (i) and (j).

## **Article VIII – Board Elections**

**Section 1 – Procedure for Board Member Selection.** (Also see Article VI – Leadership Positions – Section 1.)

**a. Board Member’s Duty to Notify Board Members of Intention to Vacate Board Position.**

It shall be the duty of a current Board member to notify the Board as a whole by approximately October of a given year that he or she desires to step down from that member’s current Board position as of the next fiscal year beginning June 1<sup>st</sup>. If extenuating circumstances exist that preclude a Board member from providing such notice by October of a given year, the Board member shall provide as much notice as is possible in order to allow sufficient time for another MARCH member to be selected to assume the position at hand. If the Board member’s term will expire as of the upcoming May 31<sup>st</sup>, the Board member shall notify the Board as a whole that he or she does not

desire to serve in his or her current Board position after the expiration of the current term. (See Article VI – Leadership Positions – Section 1(c) regarding the ability of a Board member to volunteer to remain in the same Board position for one or more additional two-year terms.) If the Board member’s term will not expire as of the next May 31<sup>st</sup>, said member shall notify the Board as a whole that he or she does not desire to serve the balance of his or her term beyond the following May 31<sup>st</sup>. Said member shall “hold over” in his or her position (see Article VI – Leadership Positions – Section 1(d) regarding hold over of Board officers) until May 31<sup>st</sup> of the next calendar year.

- b. Nominating Committee.** After announcement of a coming vacancy on the Board, by the month of November of a given year, a Nominating Committee, consisting of not less than three (3) members, shall be selected by three-fourths (3/4) majority of the then-current Board members. Said Nominating Committee will be tasked with compiling a candidate list for board positions that will be vacated by current board members in the next fiscal year, or that have remained vacant for any reason. The President of the Board, or a Board member selected by the President, shall chair the Nominating Committee.
- c. Board’s Duty to Notify Nominating Committee of Board Positions that Need to be Filled.** By approximately January 1st of the following year, the Board shall notify the Nominating Committee of the positions being vacated on the Board as of May 31<sup>st</sup> of that year, and of any positions that have remained vacant and that are in need of being filled.
- d. Nominating Committee Duties.** The Nominating Committee will then meet and shall agree upon a single slate of potential candidates for all open positions, and positions that will be open, for the upcoming fiscal year of June 1<sup>st</sup> to May 31<sup>st</sup>, along with second or third choices, for said open positions. A single slate means one (1) couple (husband and wife) per office.
- e. Process of Board Candidate Selection.** Said single slate list, along with the second or third choice designations, shall be presented to the Board by the President, or by the Chair of the Nominating Committee, by the February Board meeting. The Board will review the entire slate of potential candidates, including the second or third choices, and may either accept that slate in full, or may recommend revisions to the slate to the Nominating Committee. Further communication may occur between the Board and the Nominating Committee regarding this topic, until final agreement on a single slate has been reached, with the Board having the final say as to the slate nominees.
- f. MArCH Members Asked to Serve as Officers of the Board.** After the entire final slate has been agreed upon by both the Nominating Committee and the Board, members of the Nominating Committee will contact in person the MArCH members included on the

slate of potential candidates and shall ask them to consider service in said positions on the Board.

- g. Important Specifics of Board Position Inquiry Process.** The inquiry process will function as follows: a Nominating Committee member will contact in person the first-choice candidate listed on the candidate slate and will ask him or her to consider service in the applicable Board position. This Nominating Committee member will wait for said candidate either to accept or to decline the position. If the candidate declines the position, the Nominating Committee member will follow this same process with the next candidate(s) on the slate for the applicable position. The committee member will at no time inquire of the next candidate on the list whether he will agree to serve in the Board position until the previously-queried candidate has declined said position. The goal and intention for this board inquiry and selection process is to have only one candidate at any given time capable of accepting service for a particular Board position. At all times, the Nominating Committee will avoid the possibility of two or more MArCH members being capable of agreeing to serve in a particular Board position, which would thereby place the Board in the awkward position of needing to choose one willing MArCH member over another member to serve as a particular Board officer.
- h. Requirement for Personal Interview of Board Candidates.** Upon an affirmative indication by a potential candidate that he or she will agree to serve MArCH as a Board member if affirmatively voted into that position by the Board and ratified by the general MArCH membership, the Board shall interview in person this potential candidate and his or her spouse. The goal of the Board member selection process is for this interview to take place sometime during the months of February to mid-April, at least two (2) weeks prior to the date of the April general membership meeting.
- i. Vote of Board Regarding Board Candidates.** On the same date, after said personal interview, the Board will hold a vote among its members regarding the acceptance of the couple to the particular Board position for which their service is being sought. A unanimous Board vote is required to approve any new Board member to the open position (see also Article VII – Board Officers – Section 2 regarding a three-fourths (3/4) approval vote being necessary for a Vice President/Secretary to assume the office of President).
- j. 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.

- k. Ratification of General Members at Annual Meeting Regarding Board Candidates.** The Board-approved slate of candidates will be restated by the Board to the general membership at the annual April general membership meeting for ratification. A majority vote of all general and Board members present at said annual general membership meeting will be required for ratification of the slate of Board candidates. (However, see Article VII – Board Officers – Section 2 which provides that the Board approval of a Vice President/Secretary assuming the office of the President does not require ratification by the MARCH general membership at the April general membership meeting.)
- l. Notification to General Members of Ratification of Board Candidates.** After the April general membership meeting, within a reasonable time frame of approximately two (2) weeks, the President will submit an email notification to all MARCH members of the ratified slate of Board members, along with any committee leaders, for the upcoming fiscal year of June 1<sup>st</sup> to May 31<sup>st</sup>.

## **Article IX – External Communications Policy**

### **Section 1 – Purpose**

The purpose of MARCH’s external communications policy (the “Policy”) 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 guiding principles, 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, websites (including social networking sites, i.e., Facebook, Myspace, 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 Logos**

MArCH logos may not be used in external communication without written permission from MArCH. If a member wishes to use a MArCH logo in external communications that he or she administers (i.e., business cards, advertisements, 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 – Consequences for Noncompliance**

A MArCH member who is found to be in noncompliance with this Policy will be disciplined in accordance with the Bylaws (See Article XI – Conflict Among Members – Section 2(c)(1)). For the purposes of administering discipline, noncompliant use of external communication pieces and tools will be dealt with in the same manner as the administration of discipline for other violations of MArCH policies and guidelines (see Article XI – Conflict Among Members – Section 2(c)(1)).

### **Section 6 – Policy Summary**

MArCH members (parents and 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.

## **Article X – Dress Code**

### **Section 1 – Purpose**

The goal of MArCH in establishing a 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....”

### **Section 2 – Application**

MArCH has established and will enforce a dress code applicable to all children and parents (male and female) at its cooperative enrichment classes and at all MArCH events, including MArCH field trips, whether held at the host church of the cooperative enrichment classes or at any outside venue. The Enrichment Committee and/or the Board, or any MArCH members designated by these persons, will be responsible to enforce these dress code guidelines and will use their discretion in doing so. The specific dress code standards shall be listed in the MArCH Enrichment Handbook, which shall be made available to all MArCH enrichment members, and will be posted on the MArCH website. Said dress code shall also be incorporated with the MArCH membership materials that are provided to all potential and current members and shall be read and agreed to annually by all MArCH members. The Enrichment Committee, under the direction of the Board, is granted the authority and responsibility of updating said dress code on a regular basis.

### **Section 3 – Consequences of Dress Code Violations**

If a MArCH student violates the dress code in effect on the date of the violation, said student will sign a disciplinary notice or action form provided to him or her by the Enrichment Committee or the Board, or any MArCH member designated by these persons. In addition, the student shall wear the clothing provided to him or her by an Enrichment Committee member or a Board member, or by any MArCH member designated by these persons, for the duration of the enrichment day or of the activity at hand, for the purpose of bringing that student into compliance with the dress code. If the student fails to carry out either or both of these two actions, he or she, along with at least one of the student’s parents, shall participate in meeting(s) scheduled by designated Enrichment Committee and/or Board members concerning said situation, where appropriate consequences will be decided upon by said Enrichment Committee or Board members. The student and his or her parents shall agree to abide by said consequences, or shall risk further discipline, including, but not limited to, curtailment of member benefits and/or suspension or expulsion from MArCH.

## Article XI – Conflict Among Members

### Section 1 – General Provisions

- a. **Charges Brought By a MArCH Member Against Another Member.** Charges against any Board or MArCH member may be raised by any MArCH member in good standing. Said charges shall be in writing, clearly stating the evidence upon which the member is relying, and shall be accompanied by all affidavits or exhibits that provide support for the charges. Such charges should be filed with the Vice President/Secretary, but may be lodged with any other Board member depending upon the circumstances. The Board member will notify the President of the need to call a meeting of the Board to hear the charges.
- b. **Requirement to Submit Conflict to Binding Arbitration.** Individual MArCH members, as well as MArCH as an organization, shall submit any conflicts or potential legal actions to binding Christian arbitration by the Home School Legal Defense Association (“HSLDA”), or their recommended counsel.

### Section 2 – Using Matthew 18:15-17 as a Guideline for Dealing with Problems Affecting MArCH

- a. **First Step in Conflict Resolution Process.** If one MArCH member encounters a conflict with another MArCH member, the member should go to the person with whom he or she has a conflict and explain the offense, believing it can and will be corrected. Restoration of the relationship between the two individuals is the goal.
- b. **Second Step in Conflict Resolution Process.** 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.
- c. **Last Step in Conflict Resolution Process Including Suspension and/or Expulsion.** If the person who caused the offense refuses to listen to these individuals, the Board must take action as described below:
  1. Any MArCH member may be suspended or expelled from MArCH if his or her attitude or conduct damages the reputation and testimony of MArCH, or if he or she displays a gross violation of biblical principles, as determined by a majority affirmative vote of the members of the Board present at any regular or special meeting.
  2. A member of the Board may be removed from office if, in the opinion of the majority of the Board, that officer fails properly to carry out his or her required



duties, or by his or her attitude or conduct damages the reputation and testimony of MArCH, or if he or she displays a gross violation of biblical principles. Removal requires a majority vote of the Board. The vacancy resulting from an officer's removal will be filled as defined in Article VI – Leadership Positions – Section 1(f).

## **Article XII – Disciplinary Policy Outside of Enrichment**

### **Section 1 – Purpose**

The purpose of the MArCH disciplinary policy is:

- a. To help ensure that children and parents know the standards for behavior and the consequences for non-adherence to those standards.
- b. To allow the group to enjoy activities and functions without major turmoil.
- c. To help MArCH's membership be a positive influence on the community and to provide a favorable representation of homeschoolers and MArCH.
- d. To help MArCH's children develop strong, healthy, interpersonal relationships with other homeschooled children.

### **Section 2 – Behavioral Guidelines at MArCH Functions Outside of Enrichment**

The behavioral guidelines of the MArCH disciplinary policy are:

- a. Children under the age of thirteen (13) must be accompanied by an adult, either a parent, legal guardian or other responsible authority designated by the parent or legal guardian, at every MArCH function.
- b. Parents are expected to keep a close watch over the children for whom they are responsible at all times. If a parent is in charge of a MArCH function, it may be advisable for that parent to secure assistance from other adults present.
- c. Children are to stay with their parents unless given permission by their parents to do otherwise.
- d. No running, loud voices, or horseplay are permitted unless appropriate to the function.
- e. Children and adults alike are requested to give full attention to the adult in charge, or any other person who is speaking to the group, and need to ask permission to speak.
- f. Children are to treat one another kindly.

### **Section 3 – Consequences for Misconduct at MArCH Functions Outside of Enrichment**

Note: This policy is intended to be applied in cases of consistent behavioral problems, not normal childish irresponsibility.

If a child has exhibited: 1) a deliberate act of defiant disobedience, 2) excessive inappropriate behavior, or 3) a manner which displays an attitude of deliberate disregard for authority, the following actions will be taken:

- a. The child’s parent or guardian will be informed of the act by the person in charge of the function, or the adult who asked the child to cease the particular behavior.
- b. If, after a reasonable amount of time, the behavior has not been corrected, the function coordinator, or one of the leaders, may request that the child and parent or guardian leave the function.
- c. The child should be encouraged to apologize to the offended adult(s).
- d. If a child is dismissed from two MArCH functions during the school year, the child will be placed on a status of “disciplinary probation.” This means that the child will not be permitted to attend another MArCH function for the remainder of the school year. The fees that have been collected for any subsequent MArCH events will be non-refundable.

## **Article XIII – Bylaws Amendments**

### **Section 1 – Governance of Bylaws Amendments**

These Bylaws and any amendments go into effect immediately upon two-thirds (2/3) approval vote of all the then-current Board members.

### **Section 2 – Vote of Board Regarding Bylaws Amendments**

Every Board position must vote on any new amendments to these Bylaws, either in person at a duly-called Board meeting, or by email vote. Absentee voting by a Board member will be allowed prior to a Board meeting concerning amendments.

### **Section 3 – Availability of Bylaws Amendments**

All Bylaws amendments shall be made available to the MArCH general membership as soon as reasonably possible by disseminating them by email to all general members and by posting them on the organization’s website.

#### **Section 4 – Periodic Bylaws Review**

Periodic review of the Bylaws, and updating of same by designated Board members, is encouraged to be carried out at least one time every other year. However, the Board retains complete discretion in its capacity to specify the most efficient process and timing of periodic review and amendment of MArCH's Bylaws. At the time the Board determines to initiate a Bylaws review, it may be desirable for the Board to appoint a Bylaws Review Committee for the purpose of reviewing said Bylaws and for proposing necessary amendments.

#### **Article XIV – 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 XV – 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 as are in the treasury at that time shall be distributed for 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 XVI – 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 organization's 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.

These Bylaws as amended are hereby approved by the MArCH Board of Directors on the 31st day of January, 2015. In witness whereof, we have hereunto subscribed our names.

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Richard Ludwinski, President

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Kristine Ludwinski, Co-President

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David Olszewski, Treasurer

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Kelly Olszewski, Co-Treasurer

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Todd Hickman, Enrichment Director

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Lisa Hickman, Co-Enrichment Director

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Jeffrey Adkins, Membership Director

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Carol Adkins, Co-Membership Director

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Kevin Miller, IT Director

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Barbara Miller, Co-IT Director

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Jon Ewton, Activities Director

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Katherine Ewton, Co-Activities Director