

BYLAWS  
Of  
DECO-TEC, INC.

PREAMBLE

Deco-Tec, Inc is a teen and lay led Christian ministry with the express purpose of strengthening the desire for teens in Christian churches. Deco-Tec is not to be considered as a substitute for the church or Christian lead youth groups; however, it is an extension of the church, supported by Christians both teen and adult from local church communities. The ministry's intent is to lay a foundation for a teen's Christian life by calling teens to renew their faith and/or to call teens to conversion to Christ. It does not seek church status, nor does it offer any sacrament.

Deco-Tec mission is to minister the God News of Jesus Christ to, for and with teens, thirteen through nineteen years of age. Deco-Tec's intent is to evangelize said teens through basic Christian biblical teachings to help those teens encounter initially or gain a deeper relationship with Jesus Christ. Its weekend activities are designed to reinforce individual commitment to Christ according to the Holy Bible.

These by-laws are intended to protect the norms and uniqueness of this ministry which is developed around a weekend theme of to "Die, Rise, and Go" with Christ. The weekend is a retreat. The atmosphere differs greatly from most retreats as the teachings of Christ are discussed in a joyful climate with song and lighter sessions.

I  
Corporation

1.1 Name: Deco-Tec, Inc.

1.2 Place of Operation: The Corporation SHALL have its principal place of operation in the tri-counties of Muskegon, Ottawa, and Oceana of Michigan.

1.3 Purpose: The purpose for which the corporation is organized are as follows:

- A. To strengthen the desire for greater teen evangelism.
- B. To promote the activities of this ministry.
- C. To make this ministry an instrument of Christian formation, strengthening, and renewal.
- D. To receive and administer funds to enable the corporation to operate exclusively for religious, charitable, scientific and/or educational purposes within the meaning of Section 501(C) (3) of the Internal Revenue Code of 1986, and to give funds and property from time to time to other organizations to be used, or held for use, for the purpose of carrying out one or more purposes; to acquire, own, dispose of, and deal with property and

interests and to apply gifts, grants, and other proceeds toward the enhancement of the purposes of the corporation; to carry out any actions determined by the corporation that may be appropriate and not forbidden by Section 501(C) (3) of the Code, with all the power conferred on nonprofit corporations under the laws of the State of Michigan.

1.4 Nonprofit Corporation: The Corporation SHALL be operated exclusively for religious, charitable, scientific and/or education purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code of 1986 as a nonprofit corporation. No member of the corporation SHALL have any title to or interest in the corporation's property or earnings; nor SHALL any member have part of the net earnings of the corporation. No substantial part of the activities of the corporation SHALL consist of carrying on propaganda or otherwise attempting to influence legislation; nor SHALL the corporation participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

#### 1.5 Definitions:

- A. Deco-Tec Community: All persons, adult and teen, who have made or worked a Deco-Tec weekend.
- B. Deco-Tec Board: The governing board of Deco-Tec, Inc.
- C. Layleader: The leader of a Deco-Tec weekend.
- D. Layleader Manual: The manual prepared that SHALL govern the conduct of a Deco-Tec weekend.
- E. May: Means "at the discretion of" the board, and/or Layleader.
- F. Shall: Means absolute without exception
- G. Should: Means could be changed by appeal to the board, a general rule that is followed.

## II

### Deco-Tec Board

2.1 Deco-Tec Board: The business and affairs of the corporation SHALL be managed by a board which made up of both elected and appointed members. The board will have the responsibility and authority for the management of the corporation's business, property, personnel, affairs, and funds. It will have the authority to do and perform all acts and functions permitted for an organization described in Section 501 (C)(3) of the Internal Revenue Code of 1986 which are consistent with these Bylaws, the Articles of Incorporation, and the laws of the State of Michigan.

2.2 Meetings: The board SHALL meet monthly at a time and place specified by the board to conduct the business of the corporation. There SHALL be no less than twelve regularly scheduled monthly meetings per year. A maximum of two (2) meetings per year may be

cancelled (if needed) due to unforeseen acts of God. A minimum of ten meetings SHALL be held to conduct official business. In addition to the regularly scheduled monthly meetings, special meetings can be called by the President. In the absence of the President a special meeting may be called by the Vice President, Past President, Spiritual Director, Secretary or treasurer and/or not less than three (3) individual board members. In the event a special meeting is called by anyone other than the President, the President must be made aware of the meeting and receive documented note of the meeting within twenty-four (24) hours.

2.3 Quorum and Voting Requirements: A majority (one half plus one) of the total members of the board members represent a quorum for the transaction of business at any board meeting. Roberts Rules of Order SHALL govern all meetings of the Dec-Tec board. See Appendix 1.

2.4 Compensation: No officer or member of the board SHALL receive compensation for any work performed on behalf of the corporation, but this SHALL not prevent the board from reimbursing any person for expenses incurred while carrying out corporations business.

2.5 Execution of Conveyances, Mortgages, and Contracts: The board can in any instance designate one or more persons to execute any contract, conveyance, mortgage, or other instrument on behalf of the corporation after a written ballot of approval by the board.

2.6 Qualifications for Board Members: See Appendix 2.

- A. Board members SHALL, by God's grace have received Jesus Christ as their Lord and Savior, and SHALL demonstrate and model individual commitment to Christ and the Holy Bible; and are to be living a scriptural led and repentant life, and actively attending an organized Christian church.
- B. SHALL invoke Matthew 18:15-17 to settle any personal difference between themselves.
- C. SHALL be a member of the Deco-Tec community.
- D. SHALL be willing to accept the commitment to service to the Deco-Tec community and board.
- E. Vice President nominees SHALL be a member of the board for the minimum of no less than one (1) full year.

2.7 Deco-Tec Board Positions:

The board SHALL have the following positions: Please refer to 4.1A

Members of the Executive board (President, Vice President, Spiritual Director, Secretary, and Treasurer SHALL be a minimum of twenty-five (25) years of age and able to meet Layleader qualifications.

Spiritual Director

Treasurer

President

Eight Teenagers

Vice President

Eight Other Adults

Past President

Secretary

2.8 Other Positions: Other board positions can be created by the President with approval of the Deco-Tec board.

2.9 Voting Rights: Each individual member of the board SHALL be entitled to one vote and must be present to vote. The President withholds one (1) vote for the purpose of tie-breaking.

2.10 Selection: The members of the Deco-Tec board SHALL be selected in the following manner:

- A. Spiritual Director: SHALL be appointed by the board, and SHALL be a person who is a member of the clergy and the Deco-Tec community.
- B. Vice President: This position SHALL be elected by the active members of the Deco-Tec board.
- C. President: This position SHALL be filled by the outgoing Vice President.
- D. Past-President: This position SHALL be filled by the outgoing President.
- E. All other vacant positions SHALL be elected by the board.

2.11 Term of Office:

- A. Spiritual Director: Two (2) year term, with the possibility of succeeding him/herself as Spiritual Director of the Deco-Tec board. In the event of a new board spiritual director the past spiritual director will assume the role (for a one (1) year term, of Past Spiritual Director to mentor and guide the new board spiritual director.
- B. Vice President: SHALL be elected for a term of three (3) years (total)-serving first year as Vice President, the second year as President, and the third years as Past-President.
- C. President: one (1) year
- D. Past-President: one (1) year
- E. All Other Board Positions: SHALL be appointed for a term of three (3) years but can be re-appointed by the President subject to majority vote of the board.
- F. A term of office SHALL begin on January 1 of the first year and end on December 31 of the third year except in the case of the Spiritual Director whose term shall begin on January 1 and end on December 31 of the second year.

2.13 Removal: A board member SHALL be removed by the President for failure to attend three (3) consecutive regularly scheduled monthly board meetings or for failure to attend four (4) regularly scheduled monthly board meetings within any twelve (12) month period. The removal of said board member is strictly due to the best interest of Deco TEC and the ability of the board to conduct TEC business in a timely manner.

2.14 Duties: The duties of the Deco-Tec board Members SHALL be:

- A. Spiritual Director:
  - 1. To give spiritual guidance, counsel and advice to the board for the purpose of encouraging and adherence to the principles set forth in the Preamble of these Bylaws.

2. To encourage debate, discussion, and conflict resolution in a consistent with scriptural principles.
3. Lead in the acceptance / training of new spiritual directors within the Deco TEC movement. See Appendix 3.
4. To perform other duties as determined by the board.

B. President:

1. To convoke, preside over, and direct all meetings of the Deco-Tec board.
2. In the absence of the President and Vice-President, to designate any other board member to conduct the meeting.
3. To be the official representative of the Deco-Tec community.
4. To meet with each Layleader: See Appendix 4.
  - A. Within (2) weeks of the Layleader election for the purpose of giving him/her the Layleader manual and start-up trunks, and to explain the weekend guidelines according to the Layleader manual.
5. To meet with each team at a scheduled team meeting to ensure conformity to the guidelines of the weekend and of the board. See Appendix 5.
6. To submit the team list to other board members. Any concerns with any potential team member SHALL be directed to the Board President AND the Board Spiritual Director.
7. Layleader SHALL notify the Board President of any and all team changes within 24 hours of the change.

C. Vice President:

1. To render total support to the President.
2. To assume the duties of the President in the absence of the President.
3. Perform a yearly audit of the treasury in December.
4. SHALL present the treasury audit formally to the board at the January meeting.
5. To perform other duties as determined by the board.

D. Past President

1. To advise and guide current President as needed.
2. To perform other duties as determined by the board.

E. Secretary:

1. To take minutes of all meetings of the Deco-Tec Board.
2. To record in the minutes the names of members present and those absent for the purpose of determining a quorum and for attendance records.
3. To keep all records of the meetings other than financial.

4. To make copies of the minutes of the preceding meeting available to each member of the board.
5. To submit, to the vice president, copies of all meeting minutes at the end of each year and / or at the end of their respective term of office.

F. Treasurer:

1. To keep the monthly accounts of Deco-Tec, Inc.
2. To make deposits of receipts seven (7) days of receipt, disbursements of all funds at the direction of the board, and to act as an authorized signer of accounts
3. To provide copies of the monthly financial report to each member of the board at the next meeting.
4. To maintain all financial records of Deco-Tec, Inc.
5. To submit, to the vice president, copies of all financial documents at the end of each year and / or at the end of their respective term of office.

G. Eight Other Adults and Eight Teens: See Appendix 6.

1. To serve as a voting member of the Deco-Tec board.
2. May include other specific board duties and positions.
3. To perform other duties as directed by the president or the board.

### III

#### COMMITTEES

3.1 Committees: The president or board SHOULD establish any special committees from time to time as they SHALL deem appropriate in order to accomplish the purpose set forth in Section 1.3 and the board SHALL define the powers of responsibilities of such committees. Any member of the community SHALL be allowed to serve on any committee, but any member of any committee can be removed from that committee, with or without cause, by the board. The President SHALL appoint a committee chairperson whose responsibility SHALL be to convene all meetings of that committee. Each committee SHALL establish its own procedures and time and place to meet. Roberts Rules of Order SHOULD govern all meetings of any committee of the corporation. Each committee SHALL report its activities and progress at each meeting of the board. All committees SHALL expire at the end of the current President's term.

IV  
WEEKEND

4.1 Layleader Selection:

A. A Layleader SHALL at a minimum

1. Have completed at least two (2) Deco-Tec weekends as a team member.
2. Have been a Talkista on a Deco-Tec weekend
3. Shall be at least twenty-five (25) years old at the time of nomination
4. Have been in active in the community for at least a minimum of one (1) year
5. Be a person whose life exemplifies biblical teachings and living a Christ centered life
6. Shall not have served as Layleader in Deco-Tec within the preceding three (3) years
7. SHALL attend the board meetings during the time in which weekend preparations are underway, an updated team list is required at each board meeting.
8. SHALL attend the board meeting directly following the weekend.

B. Selection Process:

1. Nomination and selection of Layleader SHALL take place at a regularly scheduled monthly board meeting.
2. Nominee SHALL be in attendance at the board meeting when the nomination is presented.
3. Name of candidates for Layleader SHALL be submitted to the board by any member of the Deco-Tec community.
4. A written resume' of the nominee's qualifications SHALL be presented at time of nomination.
5. All non-members of the board SHALL be excused before nomination and selection
6. In the event of more than one qualified nomination the selection of Layleader SHALL be made from all the accepted nominations by drawing of lots.
7. A minimum of one (1) nomination will be required for Layleader

C. Meet with the President:

1. Each Layleader is selected for a specific quarter (3 month period). The weekend SHALL be held within that specific quarter.
2. Within (2) weeks of the Layleader election for the purpose of giving him/her the Layleader manual and start-up trunks, and to explain the weekend guidelines according to the Layleader manual.
3. Layleader SHALL meet with the President PRIOR (within one { 1 week }) of the FIRST team meeting to submit church name, spiritual directors, and team list for approval. Team MUST be at least 2/3rds filled prior to the FIRST team meeting. NOTE: The first team meeting CANNOT be held unless the team is at least 2/3rds full, church is secured and there is at least one (1) spiritual director in place.
4. Team MUST be FULL and team list submitted to the President PRIOR to the second team meeting.
5. Failure to have a full team PRIOR to the second team meeting SHALL result in a delay or cancellation of the Weekend. There will be NO exceptions to this.

## 4.2 Team Selection

ALL TEAM MEMBERS SHALL BY GOD’S GRACE HAVE RECEIVED JESUS CHRIST AS THEIR LORD AND SAVIOR AND SHALL DEMONSTRATE AND MODEL INDIVIDUAL COMMITMENT TO CHRIST AND ARE TO LIVING A SCRIPTURAL LED AND REPENTEANT LIFE AND ACTIVELY ATTENDING AN ORGANIAZED CHRISTIAN CHURCH ON A REGULAR BASIS.

- A. Team members SHALL invoke Matthew 18:15-17 to settle any personal differences between themselves. See Appendix 7.
- B. The board reserves the right to remove any team member.
- C. **Spiritual Director.** A list of pre-approved spiritual directors will be available to each Layleader. Any proposed spiritual director must be on that list or be approved prior to being asked to serve. If he/she is approved, his/her name will then be added to the approved list. Approval shall be determined by an interview with the Spiritual Advisor, the President, and the Vice President of the Deco Tec Board. Approval shall be based upon the following criteria:

1. The educational requirements are as follows:

- a. At least one of the Spiritual Directors must have successfully completed theological training in accordance with his/her denomination, and be ordained or working as a Pastor/Youth Pastor/Youth Director, by his/her denomination.
- b. One of the Spiritual Directors may serve:
  - Prior to completing the educational requirements of his/her denomination provided he/she is actively pursuing that end and has served and is presently serving in a spiritual capacity in a congregation of his/her denomination for a period of six months prior to being asked to work a weekend.
  - If he/she has served a minimum of five years in a spiritual capacity as a pastor of an organized Christian church, as a Nun in the Catholic Church, or as a certified Christian Counselor associated with an organized Christian Church.

2. Before serving as a Spiritual Director he/she should first serve as a “Spiritual Director in Training” on a Deco Tec weekend with other “Spiritual Directors” who meet the above qualifications before being eligible to serve as one of two Spiritual Directors on a Weekend.



3. All Spiritual Directors shall subscribe to the Nicene, and Apostles Creeds in accordance with the Preamble and Appendix (?) of these Bylaws.

D. Team Positions: It is recommended that the team for a Deco-Tec Weekend be chosen by the Layleader. The team MAY consist of the following:

1. Layleader: SHALL give the Faith Journey Talk
2. Co-Lay Leader: SHALL give the God is Love Talk
3. Two (2) Spiritual Directors
4. Four (4) Adult Wheat Team members
5. Twelve (12) Teen Wheat Team members
6. Two to Three (2-3) Musicians (at least 1 teen if possible)
7. Four (4) Cooks
8. Seven (7) Adult Talkistas
9. Three (3) Teen Talkistas
10. Four (4) Table Leaders
11. Four (4) Prayers Warriors (2 ADULT males, 2 ADULT females)
12. Four (4) Adult Roamers (2 ADULT males, 2 ADULT females)
13. One Qualified Sound Technician (optional)
14. Medical Coordinator

\*Job descriptions SHALL be followed according to information given in according to Layleader's manual.

E. Team Size: The size of the team SHOULD be Forty-six (46) to fifty-two (52) team members consisting of twenty-two (22) to thirty-two (32) adults and twenty (20) to twenty-six (26) teens.

F. Miscellaneous:

1. The team SHOULD represent a cross-section of geography, marital status, denominations, races, and experienced and in-experienced members of the Deco-Tec community.
2. Spiritual Directors SHOULD be among the first team members elected in order to get as much input as possible from them as to weekend activity and team make-up.
3. A Co-Layleader SHALL be chosen in accordance with the qualifications of Layleader since this person SHALL assume responsibility of the Deco-Tec weekend in an emergency.
4. All team members SHALL serve on only two (2) teams of a Deco-Tec weekend in a twelve (12) month period. Last minute team members CANNOT assume a team position if they have already worked two (2) weekends within that year. NO EXCPETIONS will be made.

5. Candidates are NOT eligible to serve on the team of the weekend immediately following their original weekend. This provides the candidate the opportunity to show commitment as a servant to the TEC community and movement by participating in a Holy Hour, Hoot and by serving meals.
6. All team members SHALL have an obligation to attend all team meetings and all follow-up meetings.
7. The team SHOULD consist of at least one third (1/3) members who have not previously worked on any Deco-Tec weekend.
8. There SHALL be a minimum of four (4) team meetings, not including the team potluck before the weekend, and a minimum of four (4) follow-up meetings after the weekend. Guidelines for these meetings are in the Layleader's manual. The commissioning of the team SHALL be done by the final team meeting.
9. All team members are expected to remain on site at the host facility for the entire weekend. Leaving the weekend early on Sunday is NOT allowed. All team members are to remain on the weekend until the church is cleaned and you are dismissed by the Layleader and / or the Head Wheat Team Leader.
10. Team members are not to discuss any reports of abuse, but rather SHALL report any reports of abuse to the Spiritual Directors on the weekend.

#### 4.3 Conduct of the Weekend:

A. Talks: The following structured talks SHALL be given in the following order on the day indicated. No other talks SHALL be given.

- |                                       |   |
|---------------------------------------|---|
| 1. Ideal-Friday                       | 10. Signs-Saturday                      |
| 2. Faith Journey-Friday               | 11. Universal Call to Holiness-Saturday |
| 3. Sacred Scripture-Friday            | 12. Single Life-Sunday                  |
| 4. Paschal Mystery-Friday             | 13. Marriage-Sunday                     |
| 5. Metanoia-Friday                    | 14. Going Forth in Ministry-Sunday      |
| 6. Prodigal Son/Daughter-Friday       | 15. Christianity in Action-Sunday       |
| 7. God is Love-Saturday               | 16. Beyond Deco-Tec-Sunday              |
| 8. Christian Life-Saturday            |   |
| 9. Church: The People of God-Saturday |   |

B. Meditations: The following meditations SHALL be given by a teen at the following times:

1. Rise in Christ- Saturday morning chapel
2. Go in Christ- Sunday morning chapel

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C. Strict Observances: The Layleader SHALL conduct the weekend strictly in accordance with all of this section (4.3) and the Layleader's manual.

## V ADMENDMENTS

5.1 Amendments: Amendments to these Bylaws can be discussed at any regularly scheduled monthly board meeting but cannot be voted on until the following regularly scheduled monthly board meeting or a special meeting called for the purpose of voting on said amendment(s). Written notice of proposed amendment(s) and the time and the place of the meeting at which the vote on the proposed amendment(s)

will take place SHALL be made available via various media sources, such as the Gazette, the Website and or email no less than fifteen (15) days prior to the meeting. A special meeting for the purpose of voting on the amendment(s) to these Bylaws cannot be scheduled less than fifteen (15) days after the board meeting at which the amendment(s) were discussed. Any changes or amendment(s) to these Bylaws requires an affirmative vote of two-thirds (2/3) of the total number of board members to pass.

## VI TRADEMARK

6.1 Deco-Tec, Inc. board SHALL comply with all applicable laws, regulations, rules and the like and SHALL obtain all appropriate government approvals, licenses, permits, and so forth pertaining to the sale, distribution, and advertising of goods and/or the rendering and advertising of services in conjunction with the service mark. The service mark SHALL always include the subscript “<sup>TM</sup>”.

## VII MISCELLANEOUS

7.1 Governing Law: These BYLAWS SHALL be governed by and construed in accordance with the laws of the State of Michigan and with respect to the use of the service mark, in accordance with the laws of the United States of American.

7.2 Severability: The un-enforceability of any term of these Bylaws SHALL not affect the enforceability of any remaining terms of these Bylaws.