

DECO-TEC MINISTRIES  
Bylaws and Governing Rules of Deco-TEC Ministries  
Die - Rise - Go - In Christ  
Rules and Regulation  
Committee Last Update  
12/09/2018

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These are the rules and regulations of Deco-TEC Ministries set forth to guide the Deco-TEC Board of Directors in making decisions for the ministry. 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 - Go - In Christ."

# **BYLAWS OF DECO-TEC MINISTRIES**

## **PREAMBLE**

Deco-TEC, Ministries 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 Good 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 per 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 - Go In 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.

## **MISSION STATEMENT**

Deco-TEC, Inc. is a non-profit corporation, organized to minister the Good News of Jesus Christ – to, for and with teens thirteen through nineteen years of age. Deco-TEC's intent is to evangelize teenagers through basic Christian biblical teachings to help these teens encounter and gain a deeper relationship with Jesus Christ.

# 1. CORPORATION

- 1.1 Name: Deco-TEC Ministries.
- 1.2 Place of Operation: The Corporation SHOULD have its principal place of operation in West Michigan.
- 1.3 Purpose: The purpose for which the corporation is organized as follows: To strengthen the desire for greater teen evangelism.  
To promote the activities of this ministry.  
To make this ministry an instrument of Christian formation, strengthening, and renewal.  
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 interest 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.  
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 Ministries.
  - C. Lay Leader: The leader of a Deco-TEC weekend.
  - D. Lay Leader Manual: The manual prepared that SHOULD govern the conduct of a Deco-TEC weekend.
  - E. May: Means "at the discretion of the board, and/or Lay Leader."
  - F. Shall: Means absolute without exception
  - G. Should: Means could be changed by appeal to the board, a general rule that is followed.
- 1.5 Deco-TEC Ministries will be governed by an order of authority:
  - A. By Laws
  - B. Board Guidelines
  - C. Deco-TEC Board
  - D. Lay Leader Manual

## 2. DECO-TEC BOARD

- 2.1 Deco-TEC Board: The business and affairs of the corporation SHALL be managed by a board which is 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 SHOULD meet monthly at a time and place specified by the board to conduct the business of the corporation. There SHALL be no less than eight regularly scheduled monthly meetings per year. A minimum of eight 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 Advisor, 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 notes of the meeting within twenty-four (24) hours.
- 2.3 Quorum and Voting Requirements: A majority (one half plus one) of the following members of the board members represent a quorum for the transaction of business at any board meeting:
- A. President
  - B. Vice-President
  - C. Past President
  - D. Secretary
  - E. Treasurer
  - F. Registration
  - G. Historian
  - H. Supplies (Trailer and Totes)
  - I. Food Inventory
  - J. Spiritual leader
  - K. Tecwear
  - L. Social Media
- If any member of the board holds more than one of these positions, they will count as only one member being present. Roberts Rules of Order SHOULD govern all meetings of the Dec-Tec board. Voting members MAY be represented in person or in proxy under extenuating circumstances.
- 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 corporation 's 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 ballot of approval by the board.
- 2.6 Qualifications for Board Members:  
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 scripturally led and repentant life and be actively attending an organized Christian church.  
SHALL invoke Matthew 18:15-20 to settle any personal difference between themselves.  
SHALL be a member of the Deco-TEC community.  
SHALL be willing to accept the commitment of service to the Deco-TEC community and board.  
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 SHOULD have the following positions:  
A. Spiritual Advisor  
B. President  
C. Vice President  
D. Past President  
E. Treasurer  
F. Secretary  
G. Eight Other Adults  
H. Eight Teens  
The President, Vice President, Past President, Spiritual Advisor, Secretary, and Treasurer comprise the Executive board. Executive board members SHOULD be a minimum of twenty-five (25) years of age. No more than two (2) Executive board members SHALL be from one denomination or be immediately related to each other.
- 2.8 Other Positions: Other board positions MAY 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 MAY be represented in person or in proxy under extenuating circumstances. The President withholds one (1) vote for tiebreaking.
- 2.10 Selection: The members of the Deco-TEC board SHOULD be selected in the following manner:  
A. Spiritual Advisor: SHALL be appointed by the President with board approval and SHALL be a person from the approved Spiritual Leader list.  
B. Vice President: This position SHALL be elected by the active members of the Deco-TEC board and meet Executive Board Member requirements and have held a board position for no less than 1 full year.  
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. Treasurer: This position SHALL be filled by a member that meets Executive Board Member requirements.
- F. Secretary: This position SHOULD be filled by a member that meets Executive Board Member requirements.
- G. Eight Adult Positions: SHALL be elected by the board.
- H. Eight Teen Positions: SHALL be elected by the board.

2.11 Term of Office:

Board Member MAY serve two consecutive three-year terms.

- A. Spiritual Advisor: Two (2) year term, with the possibility of succeeding him/herself as Spiritual Advisor of the Deco-TEC board. In the event of a new board spiritual leader, the past spiritual leader MAY assume the role for a one (1) year term as Past Spiritual Advisor to mentor and guide the new board Spiritual Advisor.
- 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 Advisor whose term SHALL begin on January 1 and end on December 31 of the second year. A board member can start at any point in the year when voted in but their term of office starts January 1 of that year.

2.12 Removal: A board member SHOULD 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 Deco-TEC business in a timely manner.

2.13 Duties: The duties of the Deco-TEC board Members SHALL be:

- A. Spiritual Advisor:
  - i. 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.
  - ii. To encourage debate, discussion, and conflict resolution in a way consistent with scriptural principles.
  - iii. Lead in the acceptance/ training of new spiritual leaders within the Deco-TEC movement.
  - iv. To perform other duties as determined by the board.
- B. President:
  - i. To convoke, preside over, and direct all meetings of the Deco-TEC Ministries board.

- ii. In the absence of the President and Vice-President, to designate any other board member to conduct the meeting.
- iii. To be the official representative of the Deco-TEC community.

- iv. To meet with each Lay Leader:
  - Within (2) weeks of the Lay Leader election for the purpose of giving him/her the Lay Leader manual and to explain the weekend guidelines according to the Lay Leader manual.
  - To meet with each team at a scheduled team meeting to ensure conformity to the guidelines of the weekend and of the board.
  - To submit the team list to other board members. Any concerns with any potential team member SHOULD be directed to the Board President AND the Board Spiritual Advisor.
- v. To perform other duties as determined by the board.

C. Vice President:

- i. To render total support to the President.
- ii. To assume the duties of the President in the absence of the President.
- iii. Perform a yearly audit of the treasury in December.
- iv. SHALL present the treasury audit formally to the board at the January meeting.
- v. To perform other duties as determined by the board.

D. Past President:

- i. To advise and guide current President as needed.
- ii. To perform other duties as determined by the board.

E. Secretary:

- i. To take minutes of all meetings of the Deco-TEC Board.
- ii. To record in the minutes the names of members present and those absent for the purpose of determining a quorum and for attendance records.
- iii. To keep all records of the meetings other than financial.
- iv. To submit copies of the minutes to each member of the board within two (2) weeks of the meeting.
- v. 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.
- vi. To perform other duties as determined by the board.

F. Treasurer:

- i. To keep the monthly accounts of Deco-TEC Ministries.
- ii. To make deposits of receipts within seven (7) days of receiving the receipt, disbursements of all funds at the discretion of the board, and to act as an authorized signer of accounts.
- iii. To submit copies of the monthly financial report to each member of the board before the next meeting..
- iv. To maintain all financial records of Deco-TEC Ministries.
- v. Deco-TEC Ministries SHALL tithe 10% of gross deposits quarterly with preference to local teen ministries. An additional 10% per quarter SHALL be designated to designated funds with 5% for scholarships and 5% for equipment and maintenance.

- vi. 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.
- vii. To submit Form 990 to the IRS annually prior to the May 15 deadline.
- viii. To perform other duties as assigned.

G. Eight Other Adults and Eight Teens:

- i. To serve as a voting member of the Deco-TEC board.
- ii. May include other specific board duties and positions.
- iii. To perform other duties as directed by the president or the board.

### **3. COMMITTEES**

- 3.1 Committees: The president or board MAY establish any special committees from time to time deemed appropriate in order to accomplish specific purposes. The President MAY appoint a committee chairperson whose responsibility will be to convene all meetings of that committee. Each committee SHOULD establish its own procedures and time and place to meet. Each committee will report its activities and progress at each meeting of the board. All committees SHALL expire at the end of the current President's term or when the purpose of the committee has been completed.

## 4. WEEKEND

### 4.1 Lay Leader Selection:

- A. Requirements: A Lay Leader SHALL at a minimum
- i. Have completed at least three (3) Deco-TEC weekends as a team member and have been active in the community within the last two (2) years.
  - ii. Have been a Talkista on a Deco-TEC weekend.
  - iii. SHALL be at least twenty-five (25) years old at the time of nomination.
  - iv. Be a person whose life exemplifies biblical teachings and living a Christ centered life.
  - v. SHALL not have served as Lay Leader in Deco-TEC within the preceding three (3) years.
  - vi. SHALL attend the board meetings during the time in which weekend preparations are underway, an updated team list is required at each board meeting.
  - vii. SHALL attend the board meeting directly following the weekend.
- B. Selection Process:
- i. Nomination and selection of Lay Leader SHALL take place at a regularly scheduled monthly board meeting.
  - ii. Nominee SHOULD be in attendance at the board meeting when the nomination is presented.
  - iii. Name of candidates for Lay Leader SHALL be submitted to the board by any member of the Deco-TEC community.
  - iv. A written resume of the nominee's qualifications SHALL be presented at time of nomination.
  - v. All non-members of the board SHALL be excused before selection.
  - vi. In the event of more than one qualified nomination the selection of Lay Leader SHALL be made from all the accepted nominations by drawing of lots.
  - vii. A minimum of one (1) nomination will be required for Lay Leader.
  - viii. In the event the Lay Leader Resignation Clause is evoked (Section 4:1F) the Co Lay Leader MAY be asked to step in and fulfill the requirements of the Lay Leader and sections 4:1B (i-vii SHALL be suspended for selection.)
- C. Co Lay Leader Requirements: The selections of a Co Lay Leader SHALL meet the same requirements as a Lay Leader. The Lay Leader/Co Lay Leader SHALL not be immediately related to each other. (i.e. Husband/Wife, Parent/Child, Siblings.... )
- D. Lay Leader Resignation Clause: In the event that a Lay Leader cannot complete their role as a "Lay Leader" either because of a family emergency, tragedy, or any other reason for resignation. In order for a Lay Leader to resign from his/her position as a "Lay Leader," he/she must present their concerns/issues to the Deco-TEC Board or a minimum of the Executive Board and submit their concerns for the Boards discernment. The Co Lay Leader (and ONLY the Co Lay Leader) MAY be asked to step in and fulfill the role as Lay Leader. The decision to evoke

this rule SHALL be decided by the Deco-TEC Board on the following criteria no later than one week of the original Lay Leader resigning.

- i. How far along the development of the weekend is
- ii. Will damage be done to the weekend
- iii. In the event that the Co Lay Leader is chosen to replace the original Lay Leader, the New Lay Leader will have the task of finding a new Co Leader. If by some unseen event the new Lay Leader cannot complete the task of "Lay Leader," the weekend SHALL be dissolved and the "Missed Weekend Reunion Clause" SHALL be instated.
- iv. If a Deco-TEC weekend is dissolved or terminated for any reason, the Deco-TEC Board SHALL set up some type of reunion meeting for the missed quarter. This meeting will be open to all Deco-TEC community and their families and should be some type of event to keep the community actively engaged in the movement.

#### 4.2 Team Selection

- A. Team Members-All team members SHALL by God's Grace have received Jesus Christ as their Lord and Savior and SHALL demonstrate and model an individual commitment to Christ and are living a scripturally led and repentant life and are actively attending an organized Christian Church on a regular basis.
- B. Team members SHALL invoke Matthew 18:15-17 to settle any personal differences between themselves.
- C. Want to Work forms SHALL be completed annually. Background checks for adult team members SHALL be completed annually.
- D. The board reserves the right to remove any team member.
- E. Spiritual Leader. A list of pre-approved spiritual leaders will be available to each Lay Leader. Any proposed spiritual leader 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 criteria listed in Appendix I.

## **5. AMENDMENTS**

- 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 TEN (10) 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.

## **6. TRADEMARK**

- 6.1 Trademark: Deco-TEC Ministries 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 superscript <sup>TM</sup>.

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

We hereby implement these bylaws as the constitution for Deco-TEC Ministries as of 9<sup>th</sup> of December, 2018 in observance of the Deco-Tec Board.

Roland Vaandering                      President's Signature \_\_\_\_\_  
President

Lindsey Ferreria                      Secretary's Signature \_\_\_\_\_  
Secretary

Patrick Ferreria                      Spiritual Advisor's Signature \_\_\_\_\_  
Spiritual Advisor's



## 8. APPENDIX

### 8.1 Appendix I

#### **Deco-TEC Ministries Bylaws concerning Spiritual Leaders**

Spiritual Leader. A list of spiritual leaders, pre-approved by the Deco-TEC Ministries board, will be available to each Lay Leader. Any proposed spiritual leader 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. This list SHOULD be reviewed and updated annually or as required by the Deco-TEC Ministries board. Approval SHALL be determined by an interview with the Spiritual Leader of the Deco-TEC Ministries board, the President, and the Vice-President. Approval SHALL be based upon the following criteria:

##### Spiritual Director

1. Educational requirements
  - a. At least one (1) of the Spiritual Directors must have successfully completed theological training in accordance with his/her denomination, and be ordained, or the equivalent, by his/her denomination for a period of three (3) years.
2. He/she must have served successfully in spiritual capacity as a pastor of an organized Christian church for a minimum of three (3) years within the last five (5) years.

##### Spiritual Advisor

1. Educational requirements
  - a. Prior to completing the educational requirements of his/her denomination provided he/she is actively pursuing education for ordination.

- OR -

- b. Have completed the educational requirements of his/her denomination and have served or is presently serving in a spiritual capacity in a congregation of his/her denomination for a period of three (3) years prior to being asked to work a weekend.

The steps to becoming a Spiritual Leader for the Deco-TEC Ministries weekends are:

1. Complete application.
2. Complete an interview by the Deco-TEC Ministries Board representatives.

3. Pass a background check.
4. Shadow a previously approved Spiritual Leader on a Deco-TEC weekend.
5. Approval by a majority vote of the Deco-TEC Ministries board following working a Deco-TEC weekend.

In the event a previously approved Spiritual Leader has been inactive in the Deco-TEC Ministries weekends for five (5) or more years, the above steps will again need to be completed.

Two (2) to three (3) Spiritual Leaders are required on any Deco-TEC weekend. They may meet the qualifications of Spiritual Director or Spiritual Advisor. At least one of them must meet the requirements as a Spiritual Director.