

BYLAWS OF WE THE PEOPLE TN

ARTICLE I – NAME, DESCRIPTION, AND PURPOSE

SECTION 1: NAME - The name of the organization shall be We The People TN.

SECTION 2: DESCRIPTION - We The People TN is a 501c4 non-profit educational organization.

SECTION 3: PURPOSE - We The People TN is organized to:

- Educate its members to know and apply the foundational Christian American principles of self-government and self-reliance.
- Motivate its members to build trust and influence in all jurisdictions of the civil government.
- Activate its members to organize and grow communities of mutual support and action.

ARTICLE II – MEMBERSHIP

SECTION 1: MEMBERS - We The People TN members:

- Are designated as members upon graduation from a U.S. Constitution course of study provided by the organization.
- Agree to a code of conduct based upon Christian faith and practice.
- Agree to support and defend the United States (federal) and Tennessee (state) constitutions according to their original intent.
- Provide information including full name, family members' full names, home address, mobile phone number, personal email address, and emergency contact information.
- Receive 10% discount off of all future classes offered by the organization.
- Support the organization's purpose:
 - Participate in and promote classes.
 - Engage in positive social media interactions.
 - Participate in local political and community activities.
 - Encourage others to attend classes.
- May be terminated for violation of the Code of Conduct or upon the member's request.

SECTION 2: RECORDS – Membership records shall be:

- Collected and maintained in a membership roll.
- Securely retained by password protection in an electronic format. (If paper records are obtained, they shall be securely destroyed by shredding upon conversion to an electronic format.)
- Shared with the Executive Committee.
- Never released to any entity outside the organization without the member's authorization or a valid search warrant.
- Retained for the duration of membership.
- Deleted from the membership roll within 90 days of termination of membership.

ARTICLE III - OFFICERS

SECTION 1: EXECUTIVE COMMITTEE – The Executive Committee (hereafter called “ExCo”) shall consist of the following officers being elected Chairman, Vice Chairman, Secretary, Treasurer, and Fundraising Chairman.

SECTION 2: TERM OF OFFICE – The term of office for all ExCo officers is 2 years, beginning immediately upon election, and ending upon ExCo officer election 2 years later. No person may hold the same office for more than 6 consecutive years. The Chairman at founding shall be exempt from term limits.

SECTION 3: QUALIFICATIONS – With the exception of the ExCo at founding, any current We The People TN member in good standing who meets the following qualifications may be elected or appointed as an ExCo officer:

- Has been a member for a minimum of 1 year.
- Can attend 3 of 4 quarterly ExCo meetings each year.
- Is of age 25 years or older when elected.
- Passes a background check (clear of felonies, misdemeanors, or other conditions that indicate moral or character issues).
- Agrees to a statement of Christian faith and practice.
- Takes an oath to support and defend the United States (federal) and Tennessee (state) constitutions.

SECTION 4: DUTIES – The duties of We The People TN ExCo officers shall be as described below.

PART 1: CHAIRMAN – The Chairman is the chief executive officer. The Chairman is responsible to the membership and other officers as follows:

- Aligns all activities of the organization to the original mission and vision.
- Officially represents the organization in public and private matters.
- Develops, executes, and oversees the management of the annual budget.
- Develops, executes, and oversees the management of any fundraising programs.
- Forms and oversees the management of any committees.
- Conducts general membership and ExCo meetings.
- Oversees the management of all official records.

PART 2: VICE CHAIRMAN – The Vice Chairman is the vice chief executive officer. The Vice Chairman is responsible to the membership and other officers to assist the Chairman in all responsibilities as listed in PART 1.

PART 3: SECRETARY – The Secretary is the chief records and communications officer. The Secretary is responsible to the membership and other officers as follows:

- Develops and maintains the membership roll.
- Prepares agendas for general membership meetings, ExCo meetings, and any other official meetings as requested by the Chairman or Vice Chairman.
- Records, reports, and distributes minutes of all meetings.
- Manages all communications and marketing.
- Prepares ballots and manages member voting on the ExCo election and by-law amendments.

PART 4: TREASURER – The Treasurer is the chief financial officer. The Treasurer is responsible to the membership and other officers as follows:

- Holds and maintains all financial records.
- Collects and reports all revenue.
- Pays and reports all expenditures.
- Reconciles checking and petty cash accounts monthly.
- Collects and maintains records of all class or course fees.
- Prepares and reports financial activity for quarterly ExCo and general membership meetings.
- Prepares and reports annual financial activity by December 31st (the end of the fiscal year).
- Facilitates an annual financial audit at the end of the fiscal year.

PART 5: FUNDRAISING CHAIRMAN – The Fundraising Chairman is the chief fundraising officer. The Fundraising Chairman is responsible to the membership and other officers as follows:

- Develops an annual fundraising plan.
- Develops detailed planning, managing, and tracking for each fundraising event.
- Recruits, assigns, and manages members to work and working at fundraising event.
- Securely collects all funds raised.
- Accounts for all expenditures and funds raised with the Treasurer.

SECTION 5: MEETINGS – The ExCo shall meet quarterly on a day/time designated by the ExCo prior to the general membership meeting to conduct official business . Ad-hoc meetings may be conducted at any time throughout the year at the ExCo’s discretion. See ARTICLE IV, SECTION 2 for additional details.

SECTION 6: REMOVAL – An ExCo officer can be removed from their office. The Biblical principles in Matthew 18:15-17 will generally be applied to officer removal. Removal can take place prior to the next election by:

PART 1: RESIGNATION – The officer who wishes to resign from their office must submit a request in writing to the Chairman or Vice Chairman. The Chairman or Vice Chairman will meet with the officer in-person to discuss their resignation before bringing it to the other officers and the members.

PART 2: TERMINATION – An officer who fails to fulfill the duties of their office may be terminated with the approval of the Chairman or Vice Chairman and a majority vote of the membership. The Chairman or Vice Chairman will meet with the officer in-person to discuss their termination before bringing it to the other officers and the members. The termination of an ExCo officer will never be undertaken with malicious intent or without verifiable cause.

SECTION 7: VACANCY – When a vacancy occurs on the ExCo, the Chairman or Vice Chairman shall appoint a member to fill the vacancy through the remainder of the officer’s term or until the next election.

SECTION 8: ELECTIONS –

PART 1: CYCLE – The election cycle for all ExCo officers is every two years beginning two years from the founding date of the organization on the first Monday in October. The only exception being that the Chairman at founding will hold office for a minimum of 6 years from the founding date of the organization. No other exceptions to the cycle will be allowed.

PART 2: APPLICATION – Members meeting the requirements in ARTICLE III, SECTION 3 may apply for an ExCo office by submitting a request in writing to the Secretary no later than 30 days prior (first Monday in September) to the next election date. Members may not apply for more than one office per cycle.

PART 3: VETTING – The ExCo shall vet all candidates for the next election immediately upon receipt of their application to ensure the requirements in ARTICLE III, SECTION 3 are met. The Secretary shall note the membership roll with the date and approval of each candidate.

PART 4: BALLOT AND BALLOT BOX – Ballots shall be anonymous. The Secretary shall:

- Prepare a simple paper ballot separated into ExCo offices with candidates for each office following.
- Prepare a simple tally sheet for counting votes per candidate per office.
- Prepare a single ballot box for collection of all paper ballots at the election.
- No absentee ballots shall be allowed.

PART 5: VOTING – Voting shall take place on a day/time designated by the ExCo in October at the quarterly general membership meeting. If, prior to voting, a motion is made to retain the current ExCo, seconded, and agreed upon by the membership with none dissenting, the current ExCo shall continue as-is for another term. If any dissenting, the voting shall continue as follows.

The Secretary shall:

- Verify members are active from the current membership roll.
- Provide the voting members 1 ballot per Individual Membership or 2 ballots per Family Membership.
- Provide the voting members indelible ink pens for marking the ballots.

Members shall:

- Vote for one candidate per office by marking their ballot(s) with indelible ink.
- Be eligible to vote for themselves.
- Place their ballots into the ballot box.

No proxy voting shall be allowed. No sign-in candidates shall be allowed.

PART 6: COUNTING – Upon completion of voting and in the presence of the members, the ExCo shall take the following actions:

- The Chairman, Vice Chairman, and Treasurer shall count all votes for each candidate and record them on the tally sheet.
- The Secretary shall recount all votes for each candidate and record the audit on the tally sheet.
- The Chairman and Vice Chairman shall sign and date the tally sheet.
- The Chairman will inform the members present of the results of the election.
- The candidates receiving a majority of the votes for an office become the newly elected officers.
- In-case of a tied vote, the outgoing ExCo will vote to break the tie.
- Newly elected officers will be recognized and welcomed by the Chairman.
- The meeting will be immediately adjourned.
- The Secretary shall record a digital copy of the tally sheet and include it with the minutes of the meeting.
- All paper records of the election will be retained for 90 days following the election and then be securely destroyed.

PART 7: TRANSITION – Outgoing officers are responsible to fully train and peaceably transition to incoming officers. The outgoing and incoming Chairman will ensure that each incoming officer is fully prepared to take on the responsibilities of their new role prior to releasing the outgoing officer.

ARTICLE IV – MEETINGS

SECTION 1: GENERAL MEETINGS – General membership meetings will be conducted quarterly on a day/time designated by the ExCo. Meetings must include, but are not limited to, the following agenda items:

1. Opening prayer.
2. Pledge of Allegiance.
3. Chairman’s welcome.
4. Secretary’s report of date of distribution of previous ExCO meeting minutes. (Secretary will maintain one or more printed copies on-hand at the meeting for member review.)
5. Vote to accept previous general meeting’s minutes as distributed by the Secretary. (Secretary will maintain one or more printed copies on-hand at the meeting for member review.)
6. Treasurer’s report of the previous month’s finances and vote to accept.
7. Fundraising Chair’s report of completed and planned activities.
8. Ad-hoc committee reports.
9. Chairman’s remarks.
10. Closing prayer.

The Secretary will record and distribute meeting minutes to all members within the week following the general membership meeting.

SECTION 2: EXECUTIVE COMMITTEE MEETINGS – The ExCo shall meet as designated in ARTICLE III, SECTION 5. Meetings shall be conducted as follows:

PART 1: AGENDA – Meetings must include, but are not limited to, the following agenda items:

1. Opening prayer.
2. Vote to accept previous ExCo meeting’s minutes as distributed by the Secretary. (Secretary will maintain one or more printed copies on-hand at the meeting for review.)
3. Vote to accept previous general meeting’s minutes as distributed by the Secretary. (Secretary will maintain one or more printed copies on-hand at the meeting for review.)
4. Treasurer’s report of the previous month’s finances and vote to accept.
5. Fundraising Chair’s report of completed and planned activities.
6. Old and new business:
 - a. Ad-hoc committees.
 - b. Expenditures.
 - c. Classes.
7. General discussion.
8. Closing prayer.

The Secretary will record and distribute meeting minutes to all members within the week following the general meeting.

PART 2: VOTING – ExCo officers in attendance at a meeting, either physically or virtually, are eligible to vote. Votes may be cast by a designated proxy as authorized by the Chairman or Vice Chairman prior to the vote. The Secretary will record all votes in the meeting minutes.

PART 3: QUORUM – Three of five ExCo officers present and voting constitute a quorum.

ARTICLE V – FINANCES

SECTION 1: FISCAL YEAR – The fiscal year shall begin on January 1st and end on December 31st.

SECTION 2: EXPENDITURES –

PART 1: UNBUDGETED EXPENDITURES - Any unbudgeted expenditures of over \$100.00 must be approved by a majority vote of the ExCo officers. Any unbudgeted expenditures of over \$100 must be amended to the budget if approved by ExCo vote.

PART 2: BUDGETED EXPENDITURES – All budgeted expenditures are considered pre-approved by the ExCo from the time of the vote to approve the budget.

PART 3: RECEIPTS – Receipts, including paper and electronic, must be provided to the Treasurer and kept for all transactions until reconciled.

SECTION 3: BANKING – All funds (except petty cash as described in SECTION 4 below) shall be kept in a checking account in the name of We The People TN at a local financial institution.

PART 1: CHECKS – All checks require two signatures: one signature of the Chairman or Vice Chairman and one signature of the Treasurer. Checking transactions must comply with the unbudgeted and budgeted expenditure rules.

PART 2: DEBIT CARDS – Two debit cards will be maintained: one retained by the Chairman and one retained by the Treasurer. Debit card transactions must comply with the unbudgeted and budgeted expenditure rules.

SECTION 4: PETTY CASH – The Treasurer shall maintain a petty cash balance of \$100 at all times in a secure container. Two keys to the container shall be kept: one retained by the Chairman and one retained by the Treasurer. Cash transactions must comply with the unbudgeted and budgeted expenditure rules.

SECTION 5: REPORTING – All financial activity, including check, debit card, and cash transactions, shall be kept by the Treasurer in a manual or electronic accounting system. The Treasurer shall:

- Reconcile the checking account monthly.
- Reconcile the petty cash account monthly.
- Prepares and reports monthly financial activity for monthly ExCo and general membership meetings.
- Prepares and reports annual financial activity at the end of the fiscal year.
- Facilitates an annual financial audit at the end of the fiscal year.

SECTION 6: ENDING BALANCE – The organization shall leave a minimum of \$100 in the treasury at the end of each fiscal year.

SECTION 7: CONTRACTS – Contract signing authority is limited to the Chairman or Vice Chairman.

ARTICLE VI – WEBSITES AND SOCIAL MEDIA

SECTION 1: WEBSITES - A publicly-accessible website at wethepeopletn.com shall be maintained.

SECTION 2: CONTENT – All posts to websites, social media, or other online communications representing the organization shall be approved by an ExCo officer. Websites and social media pages shall include, at a minimum:

- Basic contact information
- Mission and vision statements
- Bylaws
- Code of conduct
- Calendar of events
- ExCo officer photos and biographies

ARTICLE VII – AMENDMENTS TO THE BYLAWS

SECTION 1: PROPOSAL – Any member or group of members in good standing may propose an amendment to the bylaws to any ExCo officer.

SECTION 2: VOTING – Amendments shall be considered for voting at the quarterly ExCo meeting and, if approved by a majority vote of the ExCo, presented to the members for a vote at the next quarterly general membership meeting. The Secretary shall prepare a simple paper ballot asking “Shall the We The People TN bylaws be amended as follows?” with a description of the proposed amendment and Yes/No selection. Voting by the membership will follow a similar process as described in ARTICLE III, SECTION 8, with the exception of the required three-fourths vote described in SECTION 3 (below).

SECTION 3: RATIFICATION – Proposed amendments require a three-fourths vote of all members present to be ratified.

SECTION 4: UPDATES – When a proposed amendment is ratified, the Secretary will:

- Update the bylaws document with the amended language.
- Review the draft document with the ExCo.
- Send the final document to the ExCo and members.
- Post the document as required by law or statute.

ARTICLE VIII – DISSOLUTION

SECTION 1: FUNDS – In the event of the dissolution of We The People TN, any funds remaining in the Treasury shall be divided and donated in equal amounts to the following organizations:

- Hope Center Adoption and Family Services, Cookeville, TN
- Cookeville Rescue Mission, Cookeville, TN
- Mustard Seed Ranch, Cookeville, TN
- Next Step For Life, Cookeville, TN

THESE BYLAWS WERE ADOPTED ON: 09/26/2022

THESE BYLAWS WERE AMENDED ON: 02/06/2023, 10/02/2023, 9/9/2024

CHANGE LOG

02/06/2023: Amended Article IV, Section 1, Part 1, Items 4 and 5:

4. *OLD*: Secretary's readout of the previous ExCo meeting's minutes. *NEW*: Secretary's report of date of distribution of previous ExCO meeting minutes. (Secretary will maintain one or more printed copies on-hand at the meeting for member review.)

5. *OLD*: Secretary's readout of the previous general meeting's minutes and vote to accept. *NEW*: Vote to accept previous general meeting's minutes as distributed by the Secretary. (Secretary will maintain one or more printed copies on-hand at the meeting for member review.)

02/06/2023: Amended Article IV, Section 2, Part 1, Items 2 and 3:

2. *OLD*: Secretary's readout of the previous ExCo meeting's minutes and vote to accept. *NEW*: Vote to accept previous ExCo meeting's minutes as distributed by the Secretary. (Secretary will maintain one or more printed copies on-hand at the meeting for review.)

3. *OLD*: Secretary's readout of the previous general membership meeting's minutes and vote to accept. *NEW*: Vote to accept previous general meeting's minutes as distributed by the Secretary. (Secretary will maintain one or more printed copies on-hand at the meeting for review.)

03/04/2023: Added Change Log section.

10/1/2023: Amended as follows:

ARTICLE III – OFFICERS

Change to SECTION 3: QUALIFICATIONS:

- Has attended *6 of 9* (changed from 8 of 12) monthly membership meetings each year.
- Can attend *7 of 9* (changed from 10 of 12) monthly ExCo meetings each year.

Addition to SECTION 4: DUTIES:

- *Appoints members as Organization Liaisons.*

Addition to SECTION 5: MEETINGS:

- The ExCo shall meet monthly prior to the monthly general membership meeting to conduct official business *with the exception of the months of June, July, and December.*

ARTICLE IV – MEETINGS

Addition to SECTION 1: GENERAL MEETINGS:

- General membership meetings will be conducted monthly on a day/time designated by the ExCo *with the exception of the months of June, July, and December.*

Change to SECTION 1: GENERAL MEETINGS, items 8-10:

Remove:

8. John Birch Society group old/new business.
9. Mutual assistance group old/new business.
10. Posse comitatus group old/new business.

Add:

8. *Organization Liaison reports.*

Change to SECTION 2: EXECUTIVE COMMITTEE MEETINGS, PART 1: AGENDA, item 5c:

- c. *Organization Liaisons* (changed from Groups).

9/9/2024: Amended per changes outlined in WTPTN_Bylaws_NEW_2024-09-09.pdf