

Leavenworth Human Animal Bond, Incorporated

By-Laws

January 30, 2019

These are the by-laws of Leavenworth Human Animal Bond (HAB), Incorporated. These by-laws supplement the Leavenworth Human Animal Bond Constitution dated April 2018 and approved on May 6, 2018 by HAB membership. These by-laws are not intended to duplicate authorities, processes, procedures, or other guidance detailed in the HAB Constitution. The Constitution will always take precedence over the by-laws.

Article I - Organization Name and Purpose

Section 1. As specified in Article 1, Section 1 of the HAB Constitution, the group shall be called Human Animal Bond, Incorporated, herein referred to as "HAB."

Section 2. As specified in Article 1, Section 2 of the HAB Constitution, the purpose of HAB is to promote the human-animal bond through therapeutic visits and educational activities with animal partners at local facilities, schools, and organizations.

Section 3. In conducting activities, programs, events and visits in the fulfillment of its purpose, HAB will comply with the requirements and meaning of section 501(c)(3) of the applicable Internal Revenue Code and take all actions necessary to maintain this incorporation within the State of Kansas.

Article II - Offices

Section 1. The principal and registered office of HAB will be in Leavenworth County, Kansas. The group will not maintain a specific physical office location.

Section 2. The group will maintain a U.S. Postal Service post office box which will be listed as the principal and registered office mailing address for HAB. The current post office box and address is: P.O. Box 3101, Fort Leavenworth, KS 66027.

Section 3. The mailing address and associated post office box may be changed by the group board of directors if such change better facilitates the group's operations or is necessary due to a legal or administrative requirement directed by the state of Kansas or the Fort Leavenworth garrison commander.

Article III - Members

Section 1. Membership in HAB is voluntary and anyone interested in becoming a member may do so in accordance with the guidelines detailed in Article IV of the HAB Constitution.

Section 2. A member's animal partner must complete a temperament test and meet the behavioral standards specified in Army Technical Bulletin Med 4, *DOD Human-Animal Bond Program*. Members may have their animal partner tested by the Fort Leavenworth veterinarian or by one of the HAB members approved by the HAB Board of Directors to conduct the temperament testing.

Section 3. The animal partner must have a current annual veterinarian-signed health certificate. An approved health certificate format is provided for use by members. Members must provide a copy of their partner's current health certificate to the HAB secretary and also have a copy of their partner's health certificate with them when participating in a HAB visit or other event.

Section 4. HAB members will pay annual dues to support the group's administrative expenses. The board of directors will determine the amount of annual dues for each year. HAB dues will be billed annually from June 1st to May 31st. In May, the HAB treasurer will send each member a notice for payment of the next year's dues. For members who join after May, a prorated dues amount will be determined.

Section 5. HAB members in good standing have the rights to participate in all HAB visits, events, activities, and programs. HAB members are also expected to attend scheduled meetings and have the right to vote on actions brought before the membership by the board of directors.

Section 6. HAB members in good standing may volunteer to stand for election to the board of directors and volunteer for other positions and committees established by the HAB director or board of directors as outlined in the HAB Constitution.

Article IV - Officers

Section 1. As specified in in Article V of the HAB Constitution, the governing officers of HAB, the elected board of directors, include the director, assistant director, secretary, and treasurer.

Section 2. The duties of the elected officers are specified in Article VI of the HAB Constitution. Besides the duties specified in the HAB Constitution, the officers will also perform the following specified duties.

a. Director.

1. Prepares and submits through Fort Leavenworth Family Morale and Welfare and Recreation (FMWR) office, the biennial report required by the Fort Leavenworth garrison commander.

2. Prepares a monthly newsletter and email to members.

3. Contacts potential new members and ensures all required paperwork is completed for membership.

b. Assistant Director. Assists the Director in preparing the agenda for scheduled meetings and arranging for volunteers to set up as necessary for scheduled meetings.

c. Secretary.

1. Maintains a roster of all HAB members and their animal partners that lists current status and expiration date of each partner's health certificate. Sends reminder email to HAB members at least 30-60 days prior to the expiration date of their animal partner's health certificate.

2. Prepares updated by-laws and constitution when revisions are approved.

d. Treasurer.

1. Maintains the HAB bank account. Ensures signature cards are current and signed by at least one other board member. Reconciles the account with the bank statement monthly and prepares a treasurer's report. Maintains one copy of the report; provides copies to the director and the secretary.

2. Coordinates annual membership dues payment. Sends members notifications of dues owed as required and maintains a roster of dues paid. For new members, determines a prorated dues amount from the date a new member joins until the end of May when the new dues period begins.

3. Prepares an annual financial statement. Provides copies to the director for inclusion in the biennial report and dissemination to the general membership.

4. Schedules and facilitates independent audits of the treasurer's accounts biennially or when a new treasurer assumes duties. Maintains a copy of the audit results.

5. File federal and state tax documents annually.

6. Ensures HAB insurance and bond policies are paid on time and do not lapse.

7. Maintains the HAB post office box; pays annual rental fee and checks box at least weekly. Distributes mail received as appropriate.

Section 3. The HAB Executive Board (Board of Directors) Meetings.

a. As outlined in Section 1 of Article XII of the HAB Constitution, the board of directors will meet at a minimum once per quarter, but will normally meet monthly. The location of board meetings will be at a location specified by the director and agreed to by the other officers.

b. The HAB director may call a special meeting of the board of directors when the director deems it necessary.

c. Three of the four elected board officers must be present at a board meeting for the board to conduct business.

d. For actions requiring approval at a board meeting, a majority of the board officers present must vote in favor of approval.

e. For financial expenditures, the authority of the board of directors is limited to \$199. Any expenditures of \$200 or more must be approved by a majority of the HAB members present at a scheduled membership meeting or by an email vote.

f. In instances where an action is required of the board of directors prior to the next scheduled board meeting, the initiating board member will email the other board members with the specifics of the requirement and the detailed motion for action. The board will vote via email on the action. The specifics of the action, motion, and approval or disapproval

will be read into the minutes of the next board meeting by the initiating board member.

Section 4. Election of HAB Board of Directors Positions.

a. The annual election of the HAB board of directors will be in accordance with Article VII of the HAB Constitution. The election will occur during the annual May meeting.

b. Members elected to serve as an elected HAB officer will serve a one year term that commences with election at the May annual meeting and terminates at the May annual meeting the following year.

c. In March, prior to the May annual meeting, the HAB director will appoint a chairperson for an election nominating committee. The chairperson may serve as a committee of one or may ask one or two other HAB members to also serve on the nominating committee.

d. From March until one week prior to the May annual meeting, the nominating committee will contact HAB members to identify members willing to volunteer to serve on the HAB board of directors. To be eligible for election, the HAB member must be considered in good standing.

e. The nominating committee chairperson will provide the names of those standing for election to the secretary who will prepare an election ballot for use at the May annual meeting.

Section 5. HAB Executive Board of Directors Vacancies.

a. If an elected board member is unable or unwilling to serve out their one-year term and resigns from the board, another HAB member will be identified to fill the position.

b. The HAB director will notify members of the vacancy and ask for volunteers to fill the position. If there are multiple volunteers, the HAB director will discuss the requirements of the vacant position with each volunteer in detail, decide which member is deemed the best fit for the position, and appoint them to fill the vacancy.

c. The term of the appointment for replacement board members will expire at the next May annual meeting. The appointed individual may, if they choose, stand for election to continue in that position.

Article V - Membership Meetings and Communication

Section 1. General Membership Meetings.

a. The general provisions for membership meetings and communication are outlined in Section 2 of Article XII of the HAB Constitution.

b. A general membership meeting will be held quarterly in February, May, September, and December. The May meeting will be the annual meeting and include the annual board of directors elections. The December meeting will be planned as a holiday party.

c. The quarterly meetings will not require a majority or quorum of HAB members present to be conducted. Quarterly membership meetings will be conducted with those members present.

d. Members present at quarterly meetings represent the entire HAB membership. Members present will vote on all actions; a majority of the members present must approve actions brought up for vote.

e. When an action is required to be acted upon and approved by the general membership prior to the next scheduled quarterly membership meeting, the director will email the HAB members with the specifics of the requirement and the detailed motion for action. HAB members will vote via email on the action. In this case, a majority of the HAB membership in good standing must approve the action. The HAB secretary will record the results of the email vote and read the specifics of the action, motion and approval or disapproval into the minutes of the next quarterly membership meeting.

Section 2. Communication with Members.

a. Newsletter.

1. Between quarterly meetings, the director will coordinate with other members of the HAB board of directors to develop a newsletter. The newsletters will be sent each month there is no quarterly meeting.

2. The newsletters will include information from each of the officers. The focus is on providing updates and current information to HAB members between quarterly meetings.

3. Newsletters will be emailed to each HAB member and also posted on the HAB website.

b. Communication.

1. The primary communication method between HAB members will be electronic mail (email).

2. HAB will also maintain a post office box. The post office box will primarily be used for members to send in their health certificates, dues, apparel orders, and other documents as necessary to the HAB board of directors.

Article VI - Committees and Additional Duties

Section 1. As outlined in Article VIII of the HAB Constitution, there are no standing committees for HAB.

Section 2. The director has the authority per the HAB Constitution to establish committees when necessary and for specific purposes and durations. Examples may include the need to have a committee deal with a specific issue or plan a special event.

Section 3. The director will notify the HAB membership of the desire to form a committee and the general basis for the committee. HAB members will be encouraged to volunteer for the committee.

Section 4. Once committee volunteers have been identified, the director will inform the committee members of the specific requirements, conditions, and timeframe for the committee's work. The director will also appoint one member to serve as the committee chairperson.

Section 5. Upon completion of the work, the committee will report their work to the board of directors. After the board of directors has reviewed and approved the committee's work, the general membership will be informed at the next quarterly meeting or the next newsletter.

APPROVAL:

These By-laws for Human Animal Bond, Inc. were approved by a majority vote of the HAB membership on _____.

Marsha Jaskowiec
Director

Russell Crumrine
Secretary