

Bylaws of Human Ties

ARTICLE I – NAME AND MAILING ADDRESS

Section 1. The name of this organization is Human Ties, which is a non-profit organization. For the purpose of these Bylaws, the term Organization shall refer to the Human Ties Group.

Section 2. The mailing address of Human Ties is:

Human Ties
11501 Smoketree Drive
North Chesterfield, Virginia 23236

ARTICLE II – MISSION STATEMENT

To promote, support, and foster the advancement of The Center for Humanities and the education of the humanities by providing funding and volunteer services to enrich formal education and the community cultural experiences in the humanities.

ARTICLE III – OBJECTIVES

Section 1. The objectives of this organization shall be:

- a. To support The Center for the Humanities and other formal educational programs in the humanities.
- b. To provide supplemental financial support to the operating and capital budgets of The Center for the Humanities.
- c. To provide financial and volunteer support for field trips and other extracurricular learning experiences in the humanities as identified and approved by the director and faculty of The Center for the Humanities.
- d. To support and participate in community volunteer projects integral to the curriculum of The Center for the Humanities.
- e. To support the formation of strategic alliances and programs with community organizations whose primary focus is the humanities.

Section 2. The objectives of this organization are promoted through efforts directed towards students, parents, teachers and administration, are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code (hereinafter "Internal Revenue Code").

ARTICLE IV – BASIC POLICIES

The following are basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with The Center for the Humanities to provide quality education for all children, and shall seek to participate in the decision-making process establishing educational policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
- c. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof.
- d. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by any organizations, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- e. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligation of the organization the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. (revision approved 10/9/01)

ARTICLE V – MEMBERSHIP AND DUES

Section 1. Membership in this organization shall be made available without regard to race, color, creed or national origin.

Section 2. This organization shall conduct an annual enrollment of members, but persons may be admitted to membership any time.

Section 3. Family memberships shall be by annual dues as determined by the then current board. (revision approved 10/9/01)

Section 4. Memberships for faculty and administration of the Center for the Humanities shall be by annual dues as determined by the then current Executive Board.

Section 5. All members of the organization shall be entitled to all benefits of such membership including one (1) vote per membership.

Section 6. Only members of this organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

Section 7. Membership fees will cover the fiscal year as defined in Article XV.

ARTICLE VI – OFFICERS AND THEIR ELECTION

Section 1. Officers and their election:

- a. The officers of this organization shall consist of:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- b. Officers for the following fiscal year shall be elected in either the month of May or June during the annual General Membership Meeting.
- c. Officers shall assume their official duties coinciding with the fiscal year of the organization as stated in Article XV and shall serve for a term of one year or until their successors are elected. (revised 3/15/16)
- d. A person shall not be eligible to serve for more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half a full term shall be deemed to have served full term in such office.
- e. A vacancy occurring in any office shall be filled for the unexpired term by such a person elected by a majority vote of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall serve notice of such election.

Section 2. Nominating Committee:

- a. There shall be a nominating committee composed of a minimum of two (2) members who shall be appointed by the Executive Board at least one month prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person or persons for each office to be filled and report its nominees in writing to the Executive Board no less than fourteen (14) days prior to the General Membership Election Meeting. At the Election Meeting, additional nominations may be made from the floor.

- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings.
- b. Perform such other duties as may be prescribed in these Bylaws or assigned by the organization.
- c. Be a member ex officio of all committees except the nominating committee.
- d. Coordinate the work of the officers and committees in order that the objects may be promoted.

Section 2. The Vice President shall:

- a. Act as an aide to the President.
- b. Perform the duties of the President in the absence or inability of the President to act.
- c. Perform such other duties as may be prescribed in these Bylaws or assigned by the organization.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings and have available such minutes no later than twenty-one (21) days after said meeting.
- b. Have a current copy of the Bylaws.
- c. Perform correspondence duties as required.
- d. Perform other delegated duties as assigned.

Section 4. The Treasurer shall:

- a. Have custody of all the funds.
- b. Keep a full and accurate account of receipts and expenditures.
- c. Make disbursements as authorized by the President or Executive Board, or organization in accordance with the budget adopted by the organization.
- d. Have checks or vouchers signed by the Treasurer and President if the expenditure is in excess of \$500.00.
- e. Present a financial statement at every meeting and at other times when requested by the Executive Board.
- f. Make a full report at the meeting at which new officers officially assume their duties.
- g. Shall submit the books annually to be compiled or audited by a non-interested party selected by the Executive Board.

Section 5. All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall submit to the President or other Executive Officer without delay, all records, books, and other materials pertaining to the office.

ARTICLE VIII—EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers, the chairpersons of the standing committees, and the Director of the Center for Humanities or the director's representative. The chairman of the standing committees shall be appointed by the President not more than thirty (30) days following the election of officers.

Section 2. A minimum of one student representative from each grade level shall be eligible to also attend and participate in the Executive Board meetings. Such student representatives shall be selected annually by the Director of the Center for Humanities for a period not to exceed one (1) year.

Section 3. The duties of the Executive Board shall be:

- a. To transact necessary business in the interval between general membership organizational meetings and such other business as may be referred to it by the organization.
- b. To create standing and special committees.
- c. To review and approve the plans of work of the standing committees.
- d. To present a formal report at general membership meetings.
- e. To prepare and submit for adoption by the general membership a budget for the year.
- f. To oversee the financial performance of the organization during the fiscal year.

Section 4. No fewer than three regular meetings of the Executive Board shall be held during the fiscal school year. A majority of the Executive Board members shall constitute a quorum. Special meetings for the Executive Board may be called by the President or Vice President or a majority of the members of the board, five (5) days' notice being given. All members of the Executive Board are expected to attend Executive Board meetings.

Section 5. In the event that the Executive Board needs to transact business outside of regular scheduled meetings and a vote is necessary, voting may be done by any means available within three (3) days. The vote shall be accounted and recorded as an addendum to the next scheduled meeting's minutes.

ARTICLE IX—GENERAL MEMBERSHIP MEETINGS

Section 1. A minimum of two general membership meetings shall be held during the school year. Special meetings may be called by the President or Vice President or by a majority of the Executive Board with at least five (5) days' notice having been given to the members.

Section 2. The General Membership Annual Meeting shall be held in September. At the Annual Meeting, the officers' and standing committees' previous years' final reports shall be in order along with any items of business that the by-laws may prescribe.

Section 3. The General Membership Election Meeting shall be held in either May or June.

Section 4. Seven (7) members shall constitute a quorum for the transaction of business in any general membership meeting of this organization.

Section 5. Committee chairs or their representatives and all officers are expected to attend all General Membership meetings.

Section 6. Voting on routine matters may be by voice. Votes on the Bylaws or amendments, adoption of the budget or adoption of a project may be by voice or other method with the count being recorded in the minutes.

ARTICLE X—COMMITTEES

Section 1. The Executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.

Section 2. The chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 3. Each standing committee shall adopt rules for its government not inconsistent with these Bylaws or rules adopted by the Executive Board.

Section 4. Committee chairman shall turn over plans of work to the President at the end of the term served or when departing office.

ARTICLE XI—MEMBERSHIP COMMITTEE

Section 1. The Membership Committee shall be a standing committee of at least one (1) parent representative from each grade level.

Section 2. Terms on the Membership Committee shall be limited to a maximum of two years. The terms shall be staggered so that a minimum of two of the parent participants are eligible to continue serving on the committee the following fiscal year.

Section 3. Members of the Membership Committee shall strive to achieve 100% membership enrollment and active participation among the parents of students enrolled in The Center for Humanities.

Section 4. The Membership Committee shall meet as often as is necessary in order to accomplish its objectives.

ARTICLE XII—WAYS AND MEANS COMMITTEE

Section 1. The Ways and Means Committee shall be a standing committee of not less than one (1) parent representatives from each grade level.

Section 2. Terms on the Ways and Means Committee shall be limited to a maximum of two (2) years. The terms shall be staggered so that a minimum of two of the parent participants are eligible to continue serving on the committee the following fiscal year.

Section 3. The Ways and Means Committee shall focus on the organization and staffing of activities and events designed to elicit funds for the achievement of the organization's stated educational and charitable goals.

Section 4. The Ways and Means Committee shall meet as frequently as is necessary in order to accomplish its objectives.

ARTICLE XIII—HOSPITALITY COMMITTEE

Section 1. The Hospitality Committee shall be a standing committee of at least one (1) parent representative from each grade level.

Section 2. Terms on the Hospitality Committee for parents shall be 1 year or until the selection of a successor. The terms shall be staggered so that a minimum of two of the parent participants are eligible to continue serving on the committee the following fiscal year.

Section 3. The Hospitality Committee shall focus on the organization and staffing of social activities and events.

Section 4. The Hospitality Committee shall meet as frequently as is necessary to accomplish its objections.

ARTICLE XIV—DISSOLUTION

The dissolution of the organization shall take place in the following manner:

Section 1. The Executive Board shall adopt a resolution recommending that this organization be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider advisability of dissolving this organization shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting. Such meeting shall be held only on a calendar school day during the academic year of the school.

Section 2. Only those persons who were members in good standing of this organization on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting are entitled to vote on the question of dissolution. A member in good standing is any member whose dues are paid for the fiscal year.

Section 3. Approval of dissolution of this organization to vote at the special meeting, a quorum being the minimum present.

Section 4. If dissolution is approved, the organization shall conduct an immediate compilation or audit of the books to determine payment of outstanding debts and obligations and to determine the distribution of remaining assets as defined in Article IV, Section e. of these by-laws.

ARTICLE XV—FISCAL YEAR

The fiscal year of this organization shall begin August 1 and end July 31. (revision approved 3/15/16)

ARTICLE XVI—PARLIAMENTARY AUTHORITY

The rules contained in the Modern Edition of Robert's Rules of Order, published 1989, shall govern in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XVII—AMENDMENTS

Section 1. Procedures for amending or revising these Bylaws:

- a. These Bylaws may be amended at any regular meeting of the organization provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon and that a quorum has been established.
- b. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws by a majority vote at a meeting of the organization, or by two thirds vote of the Executive Board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

Section 2. The adoption of an amendment to any provision of the Bylaws of this organization shall serve automatically and without the requirement of further action.

ARTICLE XIX—APPROVAL OF BYLAWS

These Bylaws shall have been approved by two-thirds of the then current Executive Board as of the date of these Bylaws.

APPROVED