

**Leavenworth Human Animal Bond, Incorporated**  
**Revised Constitution**  
**May 2024**

This revised constitution for Leavenworth Human Animal Bond, Incorporated is in accordance with Army Regulation (AR) 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, dated 12 May 2022. This constitution also incorporates all revisions and changes approved by HAB members and a majority vote of the executive board on May 20, 1998; May 15, 2002; November 20, 2002; February 28, 2018; September 21, 2022; and May 19, 2024.

Human Animal (HAB) is an Equal Opportunity not-for-profit organization, made-up of volunteers, that does not discriminate on the basis of actual or perceived race, color, creed, religion, national-origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. HAB is dedicated to this policy with respect to recruitment, training, and delivery of services of its volunteers.

**ARTICLE I. – ORGANIZATION NAME AND PURPOSE.**

**Section 1.** This group shall be called Human Animal Bond, Incorporated, herein referred to as “HAB.”

**Section 2.** 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.** The purposes for which HAB is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

**ARTICLE II. – GENERAL PROVISIONS.**

**Section 1.** HAB is established at Fort Leavenworth under the provisions of AR 210-22 and with the written permission of the garrison commander.

**Section 2.** HAB shall have and may exercise all the powers conferred by the laws of the State of Kansas upon corporations formed under the laws pursuant to and under which this corporation is formed; as such laws are not in effect or may at any time hereafter be amended.

**Section 3.** In accordance with AR 210-22, the following provisions apply to HAB as a Fort Leavenworth private organization:

- a. HAB is constituted and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the U.S. government. HAB is not established or operating according to authority vested in the Army or any official thereof.
- b. Programs and activities conducted by HAB will not discredit the Army, the Department of Defense (DoD), or the U.S. government.
- c. Activities, programs, and HAB materials will not include any seal, logo, insignias or the like used by the Army or DoD component nor be conducted in the name of Fort Leavenworth or any Army or DoD organization resident on Fort Leavenworth.
- d. HAB will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the government.
- e. HAB activities and programs will not seek to deprive individuals of their civil rights.
- f. HAB will not engage in activities which duplicate or compete with authorized Army or any non-appropriated fund instrumentality (NAFI) activities.
- g. HAB will be self-sustaining and receive no support, assistance, or facilities from the Army or NAFI, and will not impose a financial obligation on the Army or any NAFI.
- h. Neither the Army nor NAFI shall assert claim to HAB's assets, nor shall the Army or any NAFI incur any obligation on behalf of or assume any of the obligations of HAB.
- i. HAB agrees to reimburse the Army for utility expenses unless use is incidental. That is, it would cost more to bill and collect than it costs to provide the utility.
- j. HAB will not engage in the distribution or sale of alcoholic beverages at any time.
- k. HAB will not discriminate in its practices based upon sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership, or physical handicaps.
- l. In accordance with AR 210-22, the garrison commander may revoke permission to operate as a Fort Leavenworth private organization at any time.

### **ARTICLE III. – FUNCTIONS/ACTIVITIES AND OPERATING PROCEDURES.**

**Section 1.** The executive board will carry out the purpose and objectives of HAB by approving the transaction of its routine business, visits, programs, and activities as governed by the approved constitution, procedures, and policies. The executive board will make and enforce such bylaws as necessary for governing and operating HAB.

**Section 2.** HAB will be administered under the approved constitution and bylaws and other directives and guidance under the supervision of the executive board.

**Section 3.** Management of visits, activities, and programs will be managed and coordinated in consideration of the following procedures:

a. HAB will conduct therapeutic visits and educational activities with animal partners at local facilities, schools, and organizations.

b. HAB visits, activities, and programs will be conducted in the general geographic area of Leavenworth County, Kansas, including the cities of Leavenworth, Lansing, and Fort Leavenworth. Visits outside this general geographic area will be approved by the executive board.

c. The executive board will approve the addition or deletion of scheduled visits to organizations and facilities to the HAB calendar.

d. The executive board will maintain a visits calendar for members to use in scheduling themselves to participate in visits.

**Section 4.** Records.

a. The secretary will maintain a historical file, either paper copy or digital copy, of the following permanent records:

(1) Current constitution with all current revisions and approval documentation.

(2) Current bylaws with all current revisions and approval documentation.

(3) Copy of current approved Fort Leavenworth validation for HAB as a private organization.

b. The executive board will maintain the following records, either paper copy or digital copy:

(1) List of current members.

(2) Temperament test results for all active members' pet partners.

(3) Current health certificates for all active members' pet partners.

(4) All financial reports, records, and statements required in accordance with ARTICLE IX.

(5) Funding sources and management records will be maintained for at least three years following the latest audit. Minutes for executive board meetings and for general membership meetings will be maintained for a minimum of three years.

**Section 5.** The property of HAB will consist of such articles and items as are purchased, donated, or otherwise come into its possession. The treasurer shall account for the property in some documented fashion deemed as a sound business practice.

**Section 6.** Amending the Constitution.

a. This constitution shall be effective on adoption in a regular or special meeting of the general membership and a majority vote of the voting members present. This constitution shall supersede previous constitutions and amendments except for elected officers or specific agreements and contracts entered into under the terms of the previous constitution. A copy of the approved constitution will be provided to the Fort Leavenworth garrison commander or designated representative.

b. A constitution review committee will be appointed and meet as needed. The committee will review the constitution and existing amendments and report recommendations to the executive board.

c. Notice of amendments to the constitution must be made at the regular meeting or by other communication to the membership before presentation for a vote at a regular or special meeting of the general membership.

d. Amendments to the constitution must be approved by:

(1) Majority vote of the members of the executive board present and voting in a duly constituted regular or special meeting of the executive board.

(2) Majority vote of the members present and voting in a duly constituted regular or special meeting of the general membership.

**Section 7.** Bylaws.

a. A bylaws review committee will be appointed and meet as needed. The committee will review the existing bylaws as amended and report recommendations to the executive board.

b. Bylaws may be revised or amended by a majority vote of the executive board present and voting in a duly constituted regular or special meeting of the executive board.

c. A member may propose an amendment to the bylaws by providing the proposed amendment in writing to the executive board. The executive board will consider the proposed amendment at its next meeting.

## **ARTICLE IV. – MEMBERSHIP.**

**Section 1.** Membership is open to any person whose dog, cat, or rabbit qualifies by (1) meeting the temperament test behavioral standards specified in Army Technical Bulletin Med 4, DOD Human Animal Bond Program and (2) maintaining a current annual veterinarian-signed health certificate on the animal pet partner.

**Section 2.** Membership is also open to any person who wishes to support HAB but does not have a qualified pet partner to participate in visits.

**Section 3.** Membership in HAB is voluntary and participation in activities, visits, and programs is voluntary.

**Section 4.** HAB will not discriminate in membership requirements based upon race, color, creed, gender, disability, national origin, or national citizenship.

**Section 5.** Membership in good standing for HAB requires payment of annual dues in the amount established by the HAB board of directors and a current annual health certificate for the animal pet partner.

## **ARTICLE V. – OFFICERS AND GOVERNING BODY.**

**Section 1.** Elected officers of HAB shall be the director, assistant director, secretary, and treasurer. These officers comprise the executive board.

**Section 2.** The director may also appoint members for advisory positions and as chairpersons of a standing committee as deemed desired and beneficial.

**Section 3.** Nominations, elections, and terms of office are outlined in Article VII, Elections and Voting. Duties and responsibilities of the executive board members are listed in Article VI, Duties of Officers.

**Section 4.** Only the elected officers shall be voting members of the executive board. An appointed advisor or committee chairperson shall have a vote only in case of a tie of the executive board members.

## **ARTICLE VI. – DUTIES OF OFFICERS.**

**Section 1.** The duties and responsibilities of the HAB director include the following:

a. Supervises all activities, programs, and visits conducted by HAB and serves as the primary liaison to the Fort Leavenworth garrison commander and designated points of contact as well as the local communities.

b. Presides over all executive board meetings and general membership meetings.

c. Provides guidance and direction to executive board members, appointed advisors, and committee chairpersons.

d. Appoints members for advisory positions and as chairpersons of a standing committee.

e. Maintains a director's record, including all reports submitted by executive board members.

f. Manages all HAB visits, serving as primary point of contact between HAB and organizations and facilities for visits, setting up new visits, recommending visits to be deleted or modified, ensuring existing visits are conducted smoothly, and managing the HAB calendar for scheduled visits and members' sign-ups for visits.

**Section 2.** The duties and responsibilities of the HAB assistant director include the following:

a. Serves as the acting director and performs the director's duties when the HAB director is absent or otherwise unable to carry out the director's duties and responsibilities.

b. Develop and arrange for programs for general membership meetings.

c. Serve as the primary point of contact for prospective and new members, including ensuring their completion of membership requirements such as the submission of HAB applications, temperament tests, and health certificates.

**Section 3.** The duties and responsibilities of the HAB treasurer include the following:

a. Maintains all HAB funds and records of all financial transactions, including billing of members and collecting and recording dues payments.

b. Prepares monthly treasurer's report for record and reconciles it with monthly bank statements.

c. Coordinates for treasurer and director to be on any required bank signature cards for HAB accounts.

d. Deposits all income received into HAB bank account in a timely manner.

e. Pays all HAB financial bills and donations and memorials approved by the executive board or the general membership.

f. Performs all requirements and actions in accordance with Article IX, Funding Sources and Management.

**Section 4.** The duties and responsibilities of the HAB secretary include the following:

- a. Record minutes of all executive board and general membership meetings and maintain paper or digital copies of all minutes.
- b. Maintain paper or digital copies of current health certificates for all active members' pet partners.
- c. Prepare other correspondence and records for HAB as directed by the HAB director.

#### **ARTICLE VII. – ELECTIONS AND VOTING.**

**Section 1.** The officers of the executive board, as specified in Article V, Section 1, shall be elected from and by the HAB membership annually at the May meeting for a term of one year.

**Section 2.** The director shall appoint a nominating committee chairperson in March, prior to the May meeting. The chairperson is responsible for identifying members willing to volunteer to serve as an elected officer.

**Section 3.** The secretary will prepare a ballot listing, for each officer position, the members who have volunteered to stand for election as a HAB officer. The secretary will provide the ballots to the members at the May meeting, tally the votes, and announce the election results.

#### **ARTICLE VIII. – STANDING COMMITTEES.**

There are no permanent standing committees. The HAB director may establish and disestablish standing committees as necessary and for specified duration for designated purpose.

#### **ARTICLE IX. – FUNDING SOURCES AND MANAGEMENT.**

**Section 1.** The primary source of revenue to operate HAB and pursue HAB's activities, visits, and programs will be members' annual dues. The executive board will determine the amount of annual dues required to cover expenses.

**Section 2.** The executive board may approve other fund-raising activities as necessary to cover expenses in lieu of raising members' annual dues. These activities will be conducted in such a manner to comply with HAB's certification as a section 501(c)(3) of the Internal Revenue Code non-profit organization and be approved by the Fort Leavenworth garrison commander or designated representative.

**Section 3.** HAB will use a single-entry accounting system to record financial assets, liabilities, net worth, and financial transactions in accordance with AR 210-22.

**Section 4.** The executive board will require that the treasurer arrange for an audit at least every two years or upon change of the HAB treasurer. Per AR 210-22, the audit may be conducted by a qualified auditor or any HAB member who is not a member of the executive board.

**Section 5.** The director and treasurer will be bonded. HAB will purchase fidelity bonding for handling monthly cash flow that may exceed \$500.00. The bonding will be equal to the normal maximum amount of cash handled, but at least \$500.00.

**Section 6.** The executive board will approve all expenditures for the operation of HAB and ensure that disbursements are within the purpose for which HAB is established and do not exceed the budget.

**Section 7.** The executive board may authorize any one expenditure of funds up to \$199.00. Expenditures over \$200.00 and not listed in an annual budget previously approved by the general membership, must be approved by the general membership.

**Section 8.** The executive board will not incur any financial obligations which extend beyond its term in office.

**Section 9.** HAB's fiscal year and membership year shall run from 01 June to 31 May of the following year in line with the executive board elections from May to following May.

**Section 10.** In no event shall the U.S. government, U.S. Army, or any NAFI entity be held liable for any indebtedness incurred by HAB executive board or members.

**Section 11.** HAB members will not be held personally liable if HAB's assets are insufficient to discharge its liabilities.

## **ARTICLE X. – TAXES.**

**Section 1.** HAB is not a U.S. employer within the meaning of the United States Employment Tax Regulation.

**Section 2.** HAB is responsible for ensuring compliance with local, state, and federal laws and regulations, including tax laws, in accordance with AR 210-22, and Kansas state laws governing the operation of a recognized section 501(c)(3) of the Internal Revenue Code non-profit organization.

## **ARTICLE XI. – INSURANCE COVERAGE.**

**Section 1.** As stated in Article IX, Section 5, HAB will purchase fidelity bonding in the amount of the normal maximum amount of cash handled, but at least \$500.00.



**Section 2.** HAB will carry sufficient liability insurance in accordance with AR 210-22, as protection against public liability, claims, property damage claims, personal injury claims, or other legal actions arising from HAB activities or HAB member(s) acting on behalf of HAB, or the operation of equipment or items under the control and responsibility of HAB.

## **ARTICLE XII. – MEETINGS.**

**Section 1.** Executive board meetings will be conducted in accordance with the following provisions:

a. The executive board shall meet at least quarterly, but preferably monthly, as designated by the director. A quorum shall consist of a majority of the voting members of the executive board. A vote of the majority of the quorum present is required to approve any motion proposed in an executive board meeting. The meeting location will be approved upon by the board members.

b. Director designated advisors and committee chairpersons may be invited by the director to attend executive board meetings.

c. A special meeting of the executive board may be called at the director's discretion.

**Section 2.** General membership meetings will be conducted in accordance with the following provisions:

a. General membership meetings will be held quarterly.

b. Meetings will consist of a program decided upon by the executive board as well as an open discussion of relevant topics decided by the director and executive board, meeting minutes and treasurer's reports, visits, training, and pet bonding with existing and new members and their animal partners.

c. Between the quarterly meetings, the director will coordinate the timely development and dissemination of newsletters with the executive board. Newsletters will include information and topics that are relevant or necessary to coordinate HAB activities. Newsletters will be emailed to HAB members and possibly posted on the HAB website or Facebook page.

## **ARTICLE XII. – DISSOLUTION.**

**Section 1.** HAB as an organization may be dissolved by an affirmative vote of a majority of general membership present and without any provision to meet again or conduct activities and visits in the future. All funds, assets, and properties on hand at the time of dissolution will be disposed of in accordance with section 2 of this article. If liabilities exceed assets, assets will be liquidated and applied for liabilities and each member assessed.

**Section 2.** In the event of dissolution, the residual assets of HAB will be distributed for one or more exempt purposes, as determined by the membership, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding section of current federal tax code.

**Section 3.** No member of HAB will benefit financially from the dissolution of HAB.

**APPROVAL:**

This constitution for Human Animal Bond, Inc. was approved by a majority vote of the HAB membership on May 19, 2024.