

Leavenworth Human Animal Bond, Incorporated
Revised By-Laws
December 2024

These are the by-laws of Leavenworth Human Animal Bond (HAB), Incorporated. These by-laws supplement the Leavenworth Human Animal Bond Constitution dated May 2024 and approved on May 19, 2024, by HAB membership. They 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 – Offices.

Section 1. 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.

Section 2. Specifically, the principal and registered office of HAB will be in Leavenworth County, Kansas. The group will not maintain a specific physical office location.

Section 3. The group will maintain a U.S. Postal Service post office (P.O.) box, which will be listed as the principal and registered office mailing address for HAB. The current P.O. box and address is: P.O. Box 3101, Fort Leavenworth, KS 66027. Each business year, the executive board will designate a primary board member to maintain the HAB P.O. box but all board members may function as alternates.

Section 4. The mailing address and associated post office box may be changed by the 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 II – 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 pet 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 template is available on the HAB website. 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 HAB sanctioned event.

Section 4. New members, without their pet partner, must first complete an observation visit on a scheduled HAB visit. These observation visits cannot be made at a prison facility. A supervised visit with the pet partner will then be scheduled following the observation visit.

Section 5. If a HAB member and pet partner moves away or leaves HAB for over a year, the pet partner must complete a new temperament test before assuming HAB activities again.

Section 6. 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. For members who join after November, a prorated dues amount will be determined.

Section 7. HAB members in good standing have the right to participate in all HAB visits, events, activities, and programs. HAB members are also encouraged to attend scheduled meetings and have the right to vote on actions brought before the membership by the board of directors.

Section 8. 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 III – Officers.

Section 1. The elected officers of HAB form the executive board which 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 already specified in the HAB Constitution, the officers will also perform the following specified duties.

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

b. Assistant Director.

- (1) Assists the Director in preparing the agenda for scheduled meetings and arranging for volunteers to set up as necessary for scheduled meetings.
- (2) Prepares a newsletter as needed and emails it to members.

c. 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. The treasurer also maintains one copy of the report and provides copies to the director and the secretary.
- (2) Manages collection of annual membership dues payments and maintains a roster of all dues paid. The HAB treasurer will send each member a notice for payment of the next year's dues.
- (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) Files federal and state tax documents annually.
- (6) Ensures HAB insurance and bond policies are paid on time and do not lapse.
- (7) The treasurer will send a memorial donation in the name of a lost HAB pet to an animal charity of the handler's choice. The amount will be determined by the board.

d. Secretary.

- (1) Maintains a roster of all HAB members and their pet partners that lists current status and expiration date of each pet 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 made and approved.

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

- a. Three of the four elected board officers must be present at a board meeting.

b. 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. 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.

b. 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.

c. 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.

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 he/she chooses, stand for election to continue in that position.

Article IV – Membership Meetings and Communication.

Section 1. General Membership Meetings.

a. General membership meetings will be held quarterly. 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.

b. 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.

c. 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.

d. 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 assistant director will coordinate with the other board members to develop a newsletter.

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

(3) Newsletters will be emailed to each HAB member to their email address on file.

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

Article V – Committees, Additional Duties, and HAB sponsored Events.

Section 1. 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 2. 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 3. 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.

Section 4. Committees and/or members planning HAB sponsored events/parties may submit receipts up to a combined total of \$100 per event to the HAB board for reimbursement. Additional funding for food items can be approved by the board on a case-by-case basis. All submitted receipts must solely contain items purchased for the HAB sponsored event/party and may not contain any personal items. All receipts must be submitted within six weeks of the event to be eligible for reimbursement.

APPROVAL:

These By-laws for Human Animal Bond, Inc. were approved by a majority vote of the HAB membership on December 12, 2024.

Rhonda York
Rhonda York
Director

Tanja Edwards
Tanja Edwards
Secretary