

## Bylaws

### The Harriet Tubman Purple Hat Society, Inc. Staten Island, NY



Prepared by the  
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# **Bylaws of The Harriet Tubman Purple Hat Society, Inc., Staten Island, NY**

Founded in 2007 by Thomasina Williams

8th REVISION: January 8, 2016

## **Article I – Organization Name**

The name of this organization shall be The Harriet Tubman Purple Hat Society, Inc., Staten Island, New York  
Explanation is in mission statement

## **Article II – Mission and Goals**

**Section 1:** To empower women to live in the spirit of Harriet Tubman, one of the greatest heroines of her era, by participating in cultural, social, economic and political activities that will have a profound impact on the quality of life in their communities.

Harriet Moses Tubman was born in 1822 into slavery in Maryland as Araminta Harriet Ross. She became a leader in the effort to end the evil of slavery and to protect her people from the cruelty of slavery that denied to millions of African-Americans the basic right to human dignity.

After she had escaped to freedom in Pennsylvania she would risk her life to return to the south to rescue dozens of slaves who would themselves find freedom in the northern states or in Canada.

For her leadership in guiding these men, women and children to freedom, Harriet Tubman was known as Moses. Her courage in the face of evil will remain forever an inspiration for all individuals of good will to resist tyranny and refuse to submit to injustice here in the United States and around the world.

New York Congresswoman Yvette D. Clarke proposed Bill number HR 1743 which would award the Congressional Gold Medal to Harriet Moses Tubman in recognition of her contribution to the United States as an abolitionist who resisted slavery and liberated hundreds of men women and children who were held in bondage.

### **Section 2: Governing Authority:**

All activities and functions of the organization must be legal under local, state, and federal laws.

## **Article III – Membership**

### **Section 1: Membership Statement**

Membership is open to anyone, except that men will have the status of affiliate members.

No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status.

### **Section 2: Recruitment**

Recruitment shall take place throughout the year and membership is open at all times.

### **Section 3: Voting Rights**

Only members and affiliate members whose dues have been current for at least 45 days before the election are eligible to vote.

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### **Section 3: Voting Rights**

Only members and affiliate members whose dues have been current for at least **45 days** before the election are eligible to vote.

#### **Section 4: Revocation of Membership**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the By-laws. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a two-third affirmative vote of active members.

#### **Section 5: Reinstatement of Membership**

Membership may be reinstated after one year after the revocation has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a two-third affirmative vote of the active members.

#### **Section 6: Honorary members**

An honorary member is an outstanding person who has demonstrated his or her support of the ideals and principles of the organization. He or she can be voted in by the Executive Board. Honorary members are not required to pay dues.

### **Article IV – Officers**

#### **Section 1: Eligibility**

Potential officers must meet the minimum eligibility requirements of active membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements. Officers who do not meet these requirements during their term shall be resigned or removed. Affiliate members may not hold office.

#### **Section 2: Titles and Duties**

The officers of this organization shall include (in order of succession) a President, 1<sup>st</sup>, 2nd and 3rd Vice President, Treasurer, Recording Secretary, Financial Secretary, Corresponding Secretary, Parliamentarian, Chaplain, and Historian. No officer will be permitted to hold more than one officer position at a time.

The **President** shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall in conjunction with the Treasurer and Financial Secretary and committee.
- Ensure that all officers are performing their duties as defined in this By-Laws.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Provide all documents and records pertaining to her responsibilities to the newly elected President.
- Assign special projects to officers.

The **First Vice President** shall:

- Assist the President in her duties.
- Assumes the President's responsibilities in her absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per year in May.
- Provide all documents and records pertaining to her responsibilities to the newly elected President.
- Assist in special projects as assigned by the President.

The **Second Vice President/Membership Coordinator** shall:

- Be responsible for maintaining and updating the membership database.
- Retain active members, recruit new members and reclaim delinquent members.
- Be responsible for facilitating one recruiting event during the year.
- Collect membership dues and keep records of the dues collected and forward dues to the Financial Secretary...
- Assist in special projects as assigned by the President.
- Assume the First Vice Presidents responsibilities in her absence

The **Third Vice President** shall:

- Be responsible for fund raising
- Assist in special projects as assigned by the President
- Provide an annual report at the end of the year to all members in good standing.
- Assume the Second Vice President's responsibilities in her absence

The **Treasurer** shall:

- Keep an accurate account of all funds received and dispersed.
- Be the signer on all checks written.
- Present a monthly financial report to the membership.
- Be responsible for creating a budget at the beginning of each fall, in conjunction with the President and committee.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to her responsibilities to the newly elected Treasurer.
- Be one of the approvers of all expenditure vouchers presented for reimbursement.
- Assist in special projects as assigned by the President.
- May have the option of maintaining an ongoing petty cash fund in the amount of \$250.00 which shall be accounted for with an expenditure voucher.

The **Financial Secretary** shall:

- Be responsible for the collection of all monies.
- Record all monies collected on the Secretary Report to Treasurer Form and forward the form and monies to the treasurer (see appendix for form)
- Prepare the expenditure voucher and attach all receipts to the Treasurer for reimbursement. (see appendix for copy of form)
- Notify members who are delinquent in their payment of dues.
- Work with the President, Treasurer and budget committee to complete the yearly budget.

The **Recording Secretary** shall:

- Keep accurate minutes and records of all meetings.
- Perform a verbal roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of the By-Laws and have available for members.

• Provide all documents and records pertaining to her responsibilities to the newly elected Recording Secretary.

• Assist in special projects as assigned by the President.

Note: Record integrity: Minutes and financial reports should be read at every meeting.

The **Corresponding Secretary** shall:

- Notify members of call meetings via e-mail and/or telephone at least 48 hours in advance.
- When Recording Secretary is not available:
  - 1) Keep accurate minutes and records of all meetings.
  - 2) Perform a verbal roll call of all members and maintain an attendance record.
  - 3) Prepare ballots for elections.

- Maintain an accurate list of members and their contact information.
- Serve as a non-voting Ex-Officio member of the Newsletter/Publicity Committee, in order to: (a) facilitate communications between the President/Executive Board and the Committee; (b) facilitate communications from the Committee to the Recording Secretary; (c) provide postal or electronic mailings of the Newsletter and other forms of publicity to the membership.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of the By-Laws and have available for members.
- Provide all documents and records pertaining to her responsibilities to the newly elected Corresponding Secretary.
- Assist in special projects as assigned by the President.

The **Parliamentarian** shall:

Serve as an expert in parliamentary procedures and should sit next to the presiding officer during meetings. The Parliamentarian speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.

The **Chaplain** shall:

Be a resource to the officers and membership to provide spiritual guidance and comfort when needed. This includes putting people in contact with the appropriate agencies to help them.

The **Historian** shall:

- Keep a record of the organization's accomplishments and activities for the year.
- Collect items such as pictures and news clippings about the organization and its members.
- Organize a scrapbook to tell the organization's story.

### **Section 3: Voting Rights of Officers**

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

### **Section 4: Term of Office**

The length of term of office shall be no longer than two calendar years, for a maximum of four years.

### **Section 5: Composition of Executive Board**

The Executive Board shall include the President, 1st, 2nd, and 3rd Vice-Presidents, Treasurer, Financial Secretary, Recording Secretary, Corresponding Secretary, and the Parliamentarian.

## **Article V-Selection of Officers**

### **Section 1: Nomination Process**

The nomination of officers shall occur every two years at the membership meeting held in May. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active members.

Any active member present may nominate someone or herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Section 1.) The nominee must be present. Absentee/proxy ballots are not permitted in the nomination or voting process.

## **Section 2: Election Process**

The election of officers shall occur at the membership meeting held in May. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

- Ask for volunteers, up to five people (they must be able to hold office for an entire term).
- Have members at the meeting use paper votes
- Chairperson and nominating committee tallies the votes and announces new President
- Same procedure for remaining offices

## **Section 3: Installation of Officers**

Installation of newly elected officers shall take place at the membership meeting in June and their term will end immediately following the membership meeting two years later. Current officers shall assist in the transition and training of the officers-elect, from elections until installation. A change in officer information shall be reported to the General Membership.

## **Section 4: Re-election**

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term; they must be reelected as described in Article V.

## **Article VI—Officer Vacancies**

### **Section 1: Removal of Officers**

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the By-Laws. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active members.

### **Section 2: Resignation**

Officers no longer wishing to serve on the Board must submit their resignation to the highest ranking officer at least two (2) weeks in advance. Prior to the officer's final day she shall provide all documents relating to the organization and brief her replacement of current projects in her care.

### **Section 3: Filling Vacant Officer Positions**

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V, will take place at the next membership meeting. If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above. The newly elected officer's term shall end at the annual installation of officers in June. A change in officer information shall be reported to the Membership.

## **Article VII—Meetings**

### **Section 1: Membership Meetings**

Meetings are open to those defined in Article III, Section 1, and officers



and active members are allowed one vote per motion. The quorum required to conduct business is one third of the officers and organization's members whose dues are current.

#### **Section 2: Officer Meetings**

The officers should meet when necessary. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

#### **Section 3: Calling Meetings**

The President will be in charge of calling meetings and the Corresponding Secretary will be responsible for notifying all members at least 48 hours in advance, by e-mail and/or telephone.

#### **Section 4: Meeting Procedure**

- Roberts Rules should be followed for all meetings.
- Meetings should start on time and should not extend beyond two hours.
- Date, time and place should be included in the agenda.
- No more than two minutes should be allotted to each member to speak on a motion.
- Notice should be posted at least two weeks (14 days) by e-mail. Those without e-mail should be notified by regular mail or one phone call.
- One third of the members shall constitute a quorum for the transaction of business.

### **Article VIII--Finances**

#### **Section 1: Membership Dues**

- Membership dues are \$25.00 annually and are due by March 31.
- All members, including officers, are required to pay membership dues.
- Membership dues are subject to change due to a majority vote.

#### **Section 2: Budget Approval**

The Treasurer (in conjunction with the President, Financial Secretary and a committee of two other members) shall create a budget for the year.

#### **Section 3: Financial Authority**

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President, Vice President, Treasurer and Financial Secretary can be signers on the organization's bank account. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under local, state and federal laws. All funds must be deposited within 24 business hours after collection.

#### **Section 4: Officer Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer within 10 days after election.

#### **Section 5: Dissolution of Organization**

In the event that the organization ceases to exist, all funds remaining in the organization's account shall be donated to a charitable organization determined by a majority vote of the members.

## **Article IX - Publications and Advertising**

### **Section 1: Compliance**

All publications of the organization must comply with the rules and regulations of the organization Policies.

### **Section 2: Approval**

The Secretary and President must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

**Section 3:** The logo and name of the Harriet Tubman Purple Hat Society, Inc., Staten Island should be used on all stationery and communications with the public.

**Section 4:** All communications should be reviewed by the Executive Board before they are presented to the public.

## **Article X - Ratification and Empowerment**

### **Section 1: Ratification**

This document will become ratified by a 2/3 approval of the officers and active membership of the organization.

### **Section 2: Empowerment**

This document will take effect only after it is approved by the Membership.

## **Article XI - Amendments**

- Amendments to the By-Laws must be proposed in writing to the President.
- The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment.
- The amendment must be voted on at the following membership meeting.
- The amendment shall not take effect until approved by a two-third affirmative vote of active members of the organization.

## **Article XII - Dress Code**

For special occasions the dress code, except for memorial services, is gray, with the official Purple Hat. Accessories should be modest and in good taste. For memorial services the dress code is black with the official Purple Hat. No other hat will be acceptable to participate in the memorial service.

Official Hat By Bunn  
2283 Adam Clayton Powell  
New York, NY 10030  
212-694-3590

Recognition of the deceased member protocol:

- Assemble standing, facing the leader, at an angle based upon the space provided.
- After the reader finishes reading the proclamation, follow her to greet the family.
- The recognition will be provided according to the family's consent.

Casual occasions:

The color purple should be worn or the Harriet Tubman T-shirt in any color.  
The logo may be worn on a purple tee shirt and purple cap.

#### **Article XIII – Standing Committees**

Press and Publicity	Health and Wellness	Finance and Audit
Legislative		Program
Consumer Education	Membership	
Youth	Education	

#### **Article XIV – Committee Guidelines**

- Each committee requires at least three members.
- The functions of all committees should be under the direction of the President.
- The committee chairs report directly to the President.
- The **final** reports of all committees are due no later than 60 days after an event.

**Prepared October 29, 2015**

**By-Laws Committee, Chair: Virginia Allen**

Nancy Ashon-Poku	Sherry D. Jones	Carrie L. Williams
Paulette Crosland	Clara S. Ogburn	
Belinda A. Dixon	Elizabeth M. Plair	

#### **Honorary members:**

Sheree Goode  
Mark Irving

These By-Laws were read and corrected at three Membership Meetings.

Adopted: **May, 2016**