

Race Relations Task Force Bylaws
September 2014

Article I. Name.

Section 1. The name of the organization shall be the Race Relations & Diversity Task Force (the “Task Force”).

Section 2. The Task Force is a sponsored group of The Community House (“TCH”) as defined by The Community House Outreach Committee and the established Group Guidelines.

Section 3. The Task force is funded by grants, organizational sponsorship, donations and the proceeds of special events.

Article II. Foundational Statement.

Our mission: The mission of the Race Relations & Diversity Task Force is to actively promote and embrace an appreciation for diversity and to advocate for inclusivity, equality, and justice in the region. We come together to develop and maintain an open, intentional community that works to overcome racism, prejudice, and discrimination through education, advocacy and response.

Article III. Objectives.

The Task Force is organized exclusively for charitable and educational purposes; and more specifically shall:

Foster equality for all people;

Support diversity;

Support the ideals of access and inclusion;

Build and maintain an open community that will not tolerate racism, prejudice or discrimination;

Create a supportive environment that welcomes diversity.

Improve race relations in Metropolitan Detroit, and in particular within our own communities;

Focus on the areas of organization and structure, membership and participation, programs and services, collaborations and partnerships, marketing and funding.

Article IV. Membership.

Membership in the Task Force is open to all individuals and/or representatives of organizations, who live, work or serve in the Metro Detroit area and who subscribe to the Foundational Statement and Objectives expressed in these Bylaws. The Board of Directors of the Task Force may establish membership fees as deemed appropriate.

Article V - Leadership

New: Article V. Board of Directors.

Section 1. Powers. The Board of Directors shall manage and supervise the business, affairs and activities of the Task Force. It shall have the power to create such committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

Section 2. Selection, Qualification and Term. The Board of Directors shall consist of the Officers of the Task Force and directors (committee chairs) elected at the annual meeting.

Section 3. Vacancies. Any vacancy, other than the presidency, occurring on the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected director may be filled until the next annual meeting from a list of names submitted by the nominating committee. Approval would be by a majority vote of the remaining members of the Board of Directors. Three consecutive unexcused absences by a board member from board meetings shall be deemed a resignation.

Section 4. Board Meetings. The Board shall meet at least four times annually. Special meetings of the Board can be called by the President or upon the written request of three Board members. The Board may conduct its business, including taking votes, by any electronic means.

Section 5. Annual Meetings. The annual meeting will be held by the Board of Directors in the 2nd or 3rd Quarter of each year, and include election of officers and a review of the status of the organization.

Section 6. Number and Quorum. The number of Directors shall be the number fixed from time to time by a majority of the entire Board. A majority of the members of the Board shall constitute a quorum.

Article VI. Officers.

Section 1. Number

Number and Qualifications. The officers of the Task Force shall be a President, a Vice-President, and a Treasurer, who shall be elected at the annual meeting. All officers shall take office at the beginning of the next fiscal year.

Section 2. Term of Office. The term of office is two years.

Section 3. The President. The President shall preside at all meetings of the membership, the Board of Directors, and the Executive Committee; shall be, ex officio, a member of all committees except the nominating committee; and shall perform such other duties as the board may direct. In the event of the absence, disability, resignation or death of the President, the Vice-President shall assume the office until the term expires. If the Vice-President is able to serve as President, the board shall fill the vacancy from among the elected officers.

Section 4. The Vice-President. The Vice-President shall perform such duties as the president and board may from time to time prescribe.

Section 5. The Treasurer. The Treasurer, in collaboration with The Community House, shall sign with the president all contracts and other instruments when so authorized by the board; and shall perform such other duties as the President and Board may from time to time prescribe.

Article VI. Meetings

Section 1. General meetings are held as determined by the Board of Directors.

Section 2. General meetings provide an educational and communications forum for the objectives and purposes of the Task Force. All ordinary business is conducted by the Board of Directors.

Article VII. Financial Administration.

Section 1. Financial Administration. The Community House shall act as fiscal agent for the Task Force and shall sign any contracts or other instruments which the Board has authorized to be executed; shall sign or endorse checks, drafts and notes; shall be responsible for all funds and securities of the Task Force and for the deposit of all moneys of the Task Force in such depository as shall be selected by TCH from time to time, and shall designate a TCH representative that will attend all Board meetings. This representative shall be the Task Force record keeper and present a financial report at each meeting of the Board of Directors.

Section 2. Fiscal Year. The fiscal year of The Community House shall be the fiscal year of the Task Force.

Article VIII – Committees.

Section 1. Executive Committee. The Executive Committee shall consist of the Officers of the Task Force. The Executive Committee will meet at the discretion of the President and shall be responsible for acting on the Task Force’s business when necessary between regular Board meetings.

Section 2. Standing Committees. The Standing Committees are as follows:

- a. Program Committee—responsible for developing and implementing Task Force programs for the benefit of Task Force members and the community.
- b. Membership Committee—responsible for growing and administering Task Force membership.
- c. Marketing Committee—responsible for marketing the Task Force and its programs to the community.
- d. Finance/Funding Committee—responsible for both financial administration and funding of the Task Force.

Committee chairs shall consist of members of the Board of Directors. Task Force non-Board members can serve on Standing Committees. The duties of the Standing Committees shall be those prescribed by the Board from time to time.

Section 3. Special (Ad Hoc) Committees. The President may appoint Special (ad hoc) Committees, as needed, with the approval of the Board of Directors. The responsibilities and duties of the Special Committees shall be those specified by President.

Section 4. Nominating Committee. An ad hoc Committee of not less than three present members of the Board of Directors and past members of the Board of Directors or Steering Committee members will propose persons for nomination. The Committee shall report two months prior to the election at the Annual Meeting of the Board of Directors. The basis for the nomination takes into consideration the proposed individual’s commitment to the Objectives of the Task Force as described in these Bylaws, involvement in the work of the Task Force, and representation of gender, racial and other diversity. The election shall be by a majority vote of the Board of Directors at the Annual Meeting.

Article IX. Parliamentary Authority.

In cases where parliamentary authority is needed, the rules contained in the current edition of *Roberts's Rules of Order Newly Revised* shall govern the Task Force.

Article X. Amendments.

These Bylaws may be amended at any regular meeting of the Task Force Board of Directors by a two-thirds vote, provided the amendment has been submitted at the previous regular meeting.

Adopted: June, 2007

Revised: September, 2012

Revised: August 21, 2014

Revised: October 9, 2014