

Help Save Manassas Charter and By-Laws

ARTICLE 1: Name.

The name of this organization will be Help Save Manassas. It shall also be known by it's acronym HSM.

ARTICLE 2: Purpose.

The purposes of HSM will be:

To promote the preservation of our community,

To foster public awareness of the negative effects of illegal immigration on our community,

To facilitate effective engagement by citizens in the legislative process on issues which regard illegal immigration, and,

To provide an effective voice for citizens concerned about the effects of illegal immigration on our community.

ARTICLE 3: Organization and Structure.

3.1 Members. Membership is open to all legal residents of the United States, who are willing to complete the membership form, to include an affirmation that they are not present in the United States illegally, and will not conduct themselves in a manner which may bring discredit to the organization. Members vote on all matters brought before the full membership.

3.1.1 HSM is a non-partisan organization, and does not discriminate based on race, ethnicity, religion, country of origin, or political affiliation.

3.1.2 In the event that membership dues are required for membership, failure to pay required dues will result in forfeiture of membership and concomitant loss of the right to vote, hold office, and enjoy such other privileges which pertain to membership. Membership forfeiture for nonpayment of dues can be reinstated at any time by payment of said dues.

3.2 Leadership. The leadership of HSM shall consist of a President, a Vice-President, and a council of five Executive Members, all elected from and by the membership.

3.2.1 President. The President is elected from and by the membership for a one-year term. The President is charged with defining the goals and objective of HSM, as they apply to the HSM Mission Statement, with the assistance of the Executive Members. The President is the sole spokesman of HSM, but may appoint a spokesman to speak on behalf of the organization. The President is a voting member of the Executive Council.

3.2.2 Vice President. The Vice President is elected from and by the membership for a one year term, whose primary duty is to act as President, when officially empowered to do so by the President, or by vote of the Executive Council. The Vice President will assist the President in accomplishing the stated goals of the organization. The Vice President is a voting member of the Executive Council.

3.2.3 Executive Members. The Executive Members are elected from and by the membership for a two year term. The primary duty of the Executive Member is to assist the President in achieving the objectives of the organization. Executive Members are voting members of the Executive Council. The President shall appoint both a Treasurer and a Secretary from within the Executive Members.

3.2.4 Committees. The President may from time to time, appoint committees to study and make recommendations regarding specific issues relevant to the organization, or to perform a specific task in support of the organization. These committees are formed and dissolved at the discretion of the President, and are chaired by an Executive Member.

3.2.5 Vacancies. Should any Executive Member position be vacated for any reason, the President shall appoint an Executive Member from the Membership to serve out the remainder of the vacating Executive Member's term.

3.3 Affiliation. Help Save Manassas is a member organization of the Help Save Virginia network.

ARTICLE IV: Voting.

4.1 Voting by the Membership. The Members will vote on the election of officers on items of business presented by the President to the membership, and on matters brought before the membership by seconded resolution. Members must be present to vote. Voting can be done by voice vote, or by secret ballot. In matters voted upon by the membership, a simple majority will determine outcome, with the

exception of votes concerning expulsion of a member, or recall of an elected officer, which will be determined by two-thirds majority vote of the members present at the time the vote is taken. There will be under no circumstances voting by proxy allowed.

4.2 Voting by the Executive Council. The Executive Council will vote on all matters that fall within the purview of the council. Voting will be conducted through voice vote only, and a record of each vote kept in the minutes of any meeting. Voting by proxy is permitted by one Executive Member by another, only with a written proxy. Proxy votes will be recorded in the meeting minutes as "by proxy" under the name for which the proxy vote is cast, and "for" under member casting the proxy vote. On matters voted upon by the Executive Council, a simple majority will decide.

4.3 Voting for the Election of Officers. When the full membership votes to elect President and Vice President, the candidate for each of these offices receiving the most votes shall be the winner. In cases where more than two candidates for office are being considered, a round of balloting will be conducted, with the candidate receiving the fewest votes being dropped from subsequent ballots. Voting continues until such time as only two candidates remain for the office, where a final vote is taken, and the candidate receiving the most votes wins. In the case of election of Executive Members, the membership will vote for a number of candidates, not to exceed the total of open positions. In cases where the number of candidates exceeds the number open positions, the candidate receiving the least number of votes will be eliminated from subsequent rounds of balloting. Voting will continue until the number of candidates is equal to the number of open positions, whereby those candidates remaining will be declared the winners. If in the case of Executive Member election, the number of declared candidates is equal to the number of open offices, the President can specify Election by Acclamation. A voice vote shall be taken on the election, and the results final.

4.4 Voting for Expulsion or Recall. In matters where a member will be removed from the organization for misconduct, or for the recall of an elected officer, the membership will vote in two phases. First, a vote for Expulsion or Recall must be taken, which will be decided by simple majority. If the first vote is in favor of expulsion or recall, a vote to actually expel a member or recall an officer is taken, decided by two-thirds majority.

ARTICLE V. Meetings

5.1 Announcements. The President shall schedule regular meetings, for which a meeting call shall be announced to the membership no less than ten working days prior to the meeting date. This call can be sent via email and/or US Mail. The Meeting Call shall contain the date, time and location of the meeting, as well as an agenda of the items of business to be discussed at the meeting. There shall be a meeting of HSM called not less than once every calendar quarter.

5.2 Conduct of the Meetings.

5.2.1 Governing Rules. Meetings of Help Save Manassas shall be conducted according to Roberts Rules Of Order, Newly Revised, and by such other rules and procedures as the HSM may from time to time adopt.

5.2.2 Meetings of Help Save Manassas are open to the public. Upon the approval to two-thirds of the Members present, the voting membership may declare an Executive Session and exclude the public from its deliberations.

5.2.3 Order of Business. Meetings will be conducted as follows:

(a) Welcome by the President, and the Pledge of Allegiance recited by all members present.

(b)The President shall recognize any elected officials or VIP's in attendance.

(c)The President shall read the call and the agenda.

(d)The President shall make available any minutes from the previous full meeting, and make a motion to adopt the minutes into the record.

(e)The President shall present a treasure's report to the membership, describing any and all income and expenditures occurring since the last report.

(f)The President shall conduct the meeting in accordance with the agenda, addressing each item of business contained therein. On matters requiring a vote by the membership, the item shall be presented, and sufficient time allowed for question and comment by the members, prior to the vote being taken. Periods for comments and questions will be closed only through seconded motion, solicited by the President, or offered by any member, and passed by majority voice vote or secret ballot by the membership. On items of business that are brought before the membership for consideration that are not on the published agenda, these can be offered for discussion only through seconded motion by a member, and passed or rejected through voice vote or secret ballot by the membership. Members wishing to address the membership must be recognized by the President prior to addressing the Membership. Non-members wishing to address the

membership must request to do so to the President, prior to addressing the assembled membership.

(g) Approval of applications for membership will be by majority vote of the members present.

(h) Once all scheduled items of business are addressed, and any new items of business presented, the President shall make a motion to close the meeting. Once seconded and passed, the meeting shall be closed. The minutes of the meeting shall be closed at that time as well.

5.3 Executive Council Meetings. The President may schedule these as needed, but shall hold at least one Executive Council Meeting between meetings of the full membership. Executive Committee Meetings may be held in person, or by conference call. During this time the President and Executive Council Members shall meet, discuss and vote on any matters of business to be presented to the full membership. Also, the Executive Council shall discuss any matters relating to the operational efforts of HSM. Executive Council Meetings are closed meetings, but minutes of the meetings shall be kept, and made available to any HSM member for review, if requested in writing.

ARTICLE VI. Expulsion and Recall

6.1 Expulsion of Members. In cases where members are acting in a manner which would bring discredit upon HSM or damage the ability of HSM to fulfill its stated mission, the members may be expelled from the organization. Expulsion originates with a charge brought to the Executive Council, who will investigate the validity of the charge. If determined to be valid, the President will bring present the charge(s) to the Membership during the next scheduled meeting. Discussion will be called for by the President, and the charged member given an opportunity to mount a defense. A motion to close discussion will be called for by the President. Once seconded, a vote to expel will be called for. If by two-thirds majority the vote is in favor of expulsion, the member will be expelled from the organization.

6.2 Recall of Officers. In cases where any of the elected officers have conducted themselves in such a manner as to bring discredit upon HSM or damage the ability of HSM to fulfill its stated mission, to include failure to fulfill the duties of the office, the officer(s) may be recalled by the membership. Members seeking recall will introduce a motion to recall, during a regular meeting of the Membership. If seconded, a period of discussion will be called for, which will be closed after a reasonable time, by the member bringing the motion to recall. If after passing by simple majority, the discussion is closed, the

member requesting the recall will “move to recall”, at which time a recall vote will be taken. If the motion passes by two-thirds majority, the officer will be recalled, and the Membership will move to elect a member to fill the open officer’s position.

ARTICLE VII. Additions and Amendments to this Charter.

7.1 Additions. Additions and Amendment to this charter can only be made after the proposed items are presented, debated, moved for and passed by a two-thirds majority of the membership.

7.2.1 No amendment or addition will become effective until the next meeting following it's passage.