

CLARKSVILLE HUMAN RELATIONS COMMISSION
By-laws

Article I
Name

The name of the organization shall be the Clarksville Human Relations Commission, also referred to as the CHRC.

Article II
Purpose and Mission

The mission of the Clarksville Human Relations Commission is to foster mutual understanding and respect for the diversity, which exist among all peoples in our community. The CHRC, dedicated to improving inter-group and interracial relations, employ educational means to promote fair, just, and equitable practices in federal, state, and local governments and among the various social, economic, religious, cultural, ethnic and racial groups in Clarksville.

Article III
Objectives

The objectives of the Clarksville Human Relations Commission are to:

Section 1. Conduct ongoing investigations and hearings, and serve as a clearinghouse regarding complaints of discrimination in any form.

Section 2. May request or direct ongoing studies on the progress being made to ensure equal opportunity for all citizens of Clarksville.

Section 3. Enlist the support of public and private agencies, government, business, civic, social, religious, professional, and educational organizations in Clarksville for the purpose of achieving the mission set forth in the By-laws.

Section 4. Recommend ways, means, and methods, which will promote change in attitudes and convictions toward discrimination among the various groups in the community.

Section 5. Advise, consult, and work cooperatively with the Mayor, City Council members, and other city officials to achieve the objectives of the CHRC.

Section 6. Provide recommendations and submit an annual report to the Mayor and City Council on July 1 of each year beginning in 1996.

Section 7. Set specific annual goals and timetables for addressing the priority issues and other concerns as they arise.

Article IV Membership

Section 1. There shall be a maximum of 12 members who will be representative of the social, economic, religious, cultural, ethnic, and racial groups, which comprise the population of the community. Each member shall be a resident of the city. No elected or appointed official of the city may be a member of the CHRC.

Section 2. The Mayor shall appoint members of the CHRC. Beginning in 1998 all newly appointed members shall serve a three-year term except those filling a vacated seat. If a vacancy occurs, the Mayor shall appoint a successor for the unexpired term. Members may be eligible for re-appointment for an additional three (3) year term.

Section 3. Members shall serve without compensation, but shall be eligible for reimbursement of authorized expenses in accordance with City of Clarksville regulations.

Section 4. In the event a member of the Commission can no longer serve, or desires to resign, written notice shall be submitted to the Chair of the CHRC who will forward said notice to the Mayor. When possible, notice shall be given thirty (30) days prior to the termination date.

Section 5. Members who miss three (3) meetings during the calendar year without prior notice to the secretary of the CHRC, display conduct deemed unprofessional and/or detrimental to the organization, show signs of incompetence, or fail to cooperate in efforts to achieve the objectives of the Commission, will be recommended to the Mayor and City Council for removal.

Such members shall be notified in writing of the proposed removal and shall have the opportunity to submit a written explanation to the Mayor within fifteen (15) days of the mailing of the notice. A decision regarding removal or reinstatement will be made by the Mayor and City Council. *(Amended June 15, 1995)*

Article V Officers

Section 1. The officers shall consist of a Chair, Vice-Chair, Secretary, treasurer and such other officers as the membership deems necessary. Each elected officer shall server term of one-year period. Officers may be re-elected for one additional one-year term. *(Amended June 20, 1996)*

Section 2. A vacancy in any elected office shall be filled by a majority vote of the membership.

Section 3. Chair. The Chair shall have general supervisory and directional powers over the business of the CHRC, preside at all meetings of the general membership, assign Chair persons and members of standing committees, and any special committees, and act as liaison between the Mayor, City Council, and the CHRC.

Section 4. Vice-Chair. When the Chair is not available, the Vice-Chair shall have general supervisory and directional powers over the business of the CHRC, preside at all meetings of the general membership, and act as liaison between the Mayor, City Council, and the CHRC.

Section 5. Secretary. All proceedings of the meetings shall be entered in proper books by the secretary. The Secretary shall handle correspondence relating to the Commission, issue notices of meetings, and perform all duties pertaining to the office of Secretary.

Section 6. Treasurer. All moneys payable to the Commission shall be submitted to the treasurer. All moneys owed by the Commission shall be paid by the City of Clarksville. A report as to the condition of the treasury shall be given at each meeting.

Article VI Committees

In order to carry out the mission of the CHRC, the Chair shall establish committees the Commission deems as necessary for the effective execution of its duties and responsibilities. Standing committees shall be Education, Public Relations, By-laws, Review, and Nominating. Committees may be given subpoena power by the Mayor and City Council.

Article VII Meetings

Section 1. Regular monthly meetings of the CHRC shall be scheduled. Special meetings may be called by the Chair or by a simple majority of the members of the CHRC.

Section 2. Notices of special meetings shall be given one week prior to the meetings, if possible. The nature of the business shall be stated. Any and all business may be transacted providing a quorum is present.

Section 3. A quorum for conducting any business at a meeting shall consist of seven (7) members of the CHRC.

Section 4. A simple majority vote shall decide all matters brought before the Clarksville Human Relations Commission. In case of conflict, the By-laws shall take precedence.

Section 5. On all issues, the Chair shall indicate if voting is to be by voice vote, a show of hands, or secret ballot. An individual must be present to vote.

Section 6. The day/date stamped by the U.S. Postal Service shall serve as evidence of any notice given in writing.

Article VIII

Notice on any proposed amendments to the By-laws must be given in writing to each member at least five (5) days prior to any regular or special meeting. A simple majority vote is required to amend the By-laws. Any amended section shall be dated and the entire By-laws signed by the acting secretary at the time of the latest amendments.