

NATIONAL WOMEN'S POLITICAL CAUCUS, ALAMEDA NORTH
BYLAWS

Adopted September 27, 1999 at General Membership Meeting
Amended September 11, 2000 at General Membership Meeting
Amended October 21, 2002 at General Membership Meeting

I. NAME

The name of this organization shall be the NATIONAL WOMEN'S POLITICAL CAUCUS, ALAMEDA NORTH (NWPC-AN).

II. PURPOSE¹

The purpose of the NWPC-AN is to increase the participation of qualified women in the political process and to identify, recruit, train and support feminist women for election and appointment to public office. While in pursuit of this goal, NWPC-AN will strive to win equality for all women, to ensure reproductive freedom without restriction, to achieve affordable quality dependent care; and to eradicate sexism, racism, anti-Semitism, ageism, violence, sexual harassment, poverty and discrimination on the basis of religion or sexual orientation.

III. BOTTOM LINE ISSUES²

NWPC-AN reaffirms its commitment to the following bottom-line issues:

A. National

1. Equal Rights Amendment
2. Choice and publicly funded abortion
3. Increased access to child care and other dependent care programs funded from all sources available.

B. California

1. Firm commitment to ending discrimination based on age, race, religion, sex, sexual orientation, marital status, socioeconomic status, and disability.
2. Firm commitment to comparable pay for work of comparable worth.
3. Support of elimination of sexual harassment.

IV. MEMBERSHIP

- A. Membership shall be open to anyone who supports the goals, Statement of Purpose, and bottom-line issues of the Caucus.
- B. Membership in the NWPC-AN extends to the State (NWPC-CA) and National

¹ Source: NWPC, Inc. National Bylaws Preamble, adopted July 4, 1999.

² Source: State Bylaws (p.99.2, Endorsement Guidelines).

- Caucus (NWPC, Inc.) organizations.
- ~~C.~~ The official membership list shall be maintained by a member of the Executive Board designated by the Chair.
 - ~~D C.~~ ~~Due shall be set by the Executive Board; minimum~~ Basic dues are set by National Women's Political Caucus of California (NWPC-CA) as follows: 58 percent to the national caucus and 21 percent to the state and local caucuses.
 - ~~E D.~~ Any individual who is ~~financially~~ unable to pay the dues in full may ~~request~~ be granted a full or partial reduction in dues from the Membership Chair.
 - ~~F E.~~ Annual dues payment shall extend for a one-year period from receipt of payment. ~~1-~~ Dues are delinquent after one (1) month. ~~2-~~ New membership begins when the membership check is received by the Treasurer.
 - ~~G F.~~ The Caucus has adopted an affirmative action policy as follows:
The NWPC-AN will actively seek diversity in its membership. Membership will not be denied because of race, age, sex, creed, national origin, gender, political affiliation, sexual orientation or disability.
 - ~~H G.~~ Voting Rights of Members:
The following members may vote for officers, for endorsement of candidates, and any other matter to be decided by a vote of the membership.
 1. All members ~~who belong to NWPC-AN and~~ whose dues have been current for ~~at least~~ sixty (60) days.
 2. ~~Except,~~ If a membership has lapsed within twelve (12) months of the membership meeting ~~at which a vote takes place,~~ members may pay their dues and ~~immediately receive voting privileges~~ vote.
 3. ~~New members, including~~ Former members whose membership has lapsed for more than twelve (12) months will ~~have voting privileges~~ be able to vote sixty (60) days after paying their dues.

V. MEMBERSHIP MEETINGS

- A. ~~There shall be three kinds of Membership Meetings: Activities at Membership Meetings include:~~
 - ~~3~~ 1. ~~Meetings for~~ Endorsement of ballot issues or candidates for public office.
 2. ~~Meetings for the~~ Election of Officers and the Executive Board ~~of NWPC-AN, including Committee Chairs and ten (10) At-Large Members~~
 - ~~1~~ 3. ~~General Membership Meetings, which may include~~ Issues forums.
- B. There shall be at least four (4) membership meetings each year.
 1. A quorum shall consist of fifteen (15) members.
 2. A majority vote of members present shall prevail at all meetings unless otherwise stated in the ~~Bylaws~~ Standing Rules.
 3. Absentee or proxy voting shall not be permitted.
 4. ~~There shall be two (2) weeks' notice to members on any membership votes~~ Members must be given two (2) weeks' notice before a vote is taken on any of the matters outlined in Item V.A.1 to 3.

VI. ELECTED OFFICERS AND EXECUTIVE BOARD MEMBERS

- A. The Executive Board ~~of NWPC-AN shall be comprised~~ consists of the following positions, which are filled by an annual a biennial vote of the General Membership ~~pursuant to the provisions of these~~ according to the Bylaws.
1. Chair
 2. Vice-Chair
 3. Treasurer
 4. Recording and Corresponding Secretary
 5. State Director (Representative to the California State Board) ~~of Directors;~~ ~~NWPC-CA~~ ~~Caucus of California,~~ as stipulated in the Bylaws of ~~NWPC-CA~~
 6. Political Action Committee Chair
 7. Political Action Committee Treasurer
 8. Other such Executive Board Members as the Board shall require, which ~~may shall~~ include the chairs of the Communications, Membership, Newsletter, and Program Standing Committees and ten (10) At-Large Members.
- B. Elected officers shall serve a ~~one~~ two-year term to commence on July 1 ~~and end on June 30 of the following year.~~
- C. ~~A Caucus Chair may serve no more than two (2) consecutive terms in office.~~ Members of the Executive Board may serve no more than ~~two (2) consecutive one (1) two-year terms~~ as At-Large Members. An At-Large Member is a Board member who is neither an elected officer nor a committee chair.
- D. In the event of a vacancy of the Caucus Chair, the Vice-Chair will succeed the Chair. Vacancies in all other officers, including that of the Vice-Chair, shall be filled by election at the next meeting of the membership. The newly elected officer shall serve the remainder of the term.
- E. The Executive Board may appoint an interim officer pending the next Membership Meeting.

VII. DUTIES OF ELECTED OFFICERS

- A. Chair
1. To call and conduct membership meetings.
 2. To act as official representative of the Caucus to outside organizations and serve as official spokesperson of the Caucus.
 3. To disburse the funds of the organization in the absence of the Treasurer.
 4. To act as the alternate representative to the State Board of Directors or to appoint a Board member as a substitute representative.
 5. To perform such other duties as may be necessary for the good of the organization.
 6. To ~~prepare~~ propose an draft operating budget to be presented to the Executive Board at its meeting following the Annual Meeting.
- B. Vice-Chair

1. To conduct meetings in the absence of the Chair.
 2. To take over if the Chair is unable to perform her duties and to succeed the Chair if she cannot continue in office.
 3. To assist the Chair in any other manner.
- C. Treasurer
1. To be responsible for all non-PAC monies of the organization and for proper records of receipt, disposition and expenditures of same.
 2. To provide quarterly financial reports to the Executive Board.
 3. To prepare and present a report of expenditures annually.
 4. To prepare a draft operating budget to be presented to the Executive Board at its meeting following the Annual Meeting.
 - 4 5. To perform such other duties as may be necessary and suitable to the office.
- D. Recording and Corresponding Secretary
1. To maintain the minutes of Executive Board Meetings, Membership Meetings and any other special meetings as requested by the Chair and distribute copies to Executive Board Members following Executive Board Meetings.
 2. To be responsible for the maintenance and custody of the official records of the organization including resolutions, Committee procedures, and guidelines.
 3. To attend to routine correspondence.
 4. To perform such other duties as may be necessary and suitable to the office.
- E. ~~Representatives to the State Board of Directors (SBOD)~~
1. To attend ~~SBOD~~ State Board meetings.
 2. To submit agenda items to the ~~SBOD~~ State Board as instructed by NWPC-AN.
 3. To express NWPC-AN's viewpoints at ~~SBOD~~ State Board meetings.
 4. To report to the Executive Board and Membership on the activities of the ~~SBOD~~ State Board.
 5. To perform such other duties as may be necessary and suitable to the office.
- F. Political Action Committee Chair
- 3 1. To report to the Political Action Committee on potential women candidates.
 - + 2. To recommend to the Political Action Committee all ~~impending elections~~ potential candidates and ballot issues to be considered for endorsement.
 - 2 3. To be responsible for implementing Standing Rules and other policies and guidelines for endorsement at Membership Meetings.
 4. To maintain for four years a file of questionnaires submitted by candidates.
 5. To coordinate with other Caucuses as required for endorsement.

6. To notify NWPC-CA of endorsement recommendations in a timely manner to meet state deadlines.
- G. PAC Treasurer
1. To collect and disburse all funds of the Political Action Committee.
 2. To keep the financial records of the PAC account and submit regular reports to the Executive Board.
 3. To forward to NWPC-CA the required percentage from local PAC fundraising events.
 4. To submit to ~~FPPC and any other~~ required campaign finance reports in a timely manner to the appropriate authorities.
 5. To perform such other duties as may be necessary and suitable to the office.

~~6.~~

VIII DUTIES OF THE EXECUTIVE BOARD

- A. The duties of the Executive Board shall be to:
1. Establish annual organizational goals and procedures.
 2. Implement policies
 3. Review and approve an annual budget
 4. Inform the Membership of the Executive Board's proposed organizational changes, policy decisions and plans.
 5. Appoint liaisons to other organizations.
 6. Establish a fiscal year of ~~January 1 through December 31~~ July 1 through June 30.
 7. Generate the agenda for Membership Meetings.
 8. Adopt and implement an affirmative Action Program for outreach and recruitment.
 - ~~9.~~ 9. Perform such other duties as may be required for the good of the organization.
- ~~9~~ B. ~~Serve as a member~~ Members of the Executive Board are also members of the Political Action Committee, unless the Executive Board member is a candidate or elected officeholder with a campaign filing statement ~~filing~~ requirement imposed by the California Political Reform Act or a successor thereto.
- ~~10~~ C. Each Officer and Committee Chair shall transmit all pertinent ~~Officer and Committee Chair~~ records to their successors.
- ~~B~~ D. Each member of the Executive Board shall sign a Statement of Understanding acknowledging her duties and responsibilities, to be filed with the Chair.
- ~~E~~ E. Officers and the PAC Chair and the PAC Treasurer of NWPC-AN may not personally endorse a candidate for elective office until the Caucus has voted on its endorsement for that office. ~~Officers are: Chair, Vice-Chair, Treasurer and Corresponding Secretary.~~
- ~~D~~ F. If a member of the Executive Board endorses any candidate who has not been endorsed by NWPC-AN, she may not identify herself as a member of the Executive Board of NWPC-AN.

E G. Dereliction of duty, refusal to abide by the rules governing the Executive Board, or refusal to carry out assigned duties shall be considered grounds for recall. Procedure for recall of an Executive Board member shall be consistent with due process as outlined in ~~parliamentary authority~~ Robert's Rules of Order.

IX. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular membership meeting by the affirmative vote of a majority of the members present, provided that notice of any proposed amendment, including a draft thereof, shall have been distributed to the membership two weeks prior to the meeting.