

Chapter Bylaws and Operating Rules

Chapter Bylaws National Organization for Women

ARTICLE I. NAME

The name of the organization shall be the **Tucson** Chapter of NOW.

ARTICLE II. PURPOSE

NOW's purpose is to take action through intersectional grassroots activism to promote feminist ideals, lead societal change, eliminate discrimination, and achieve and protect the equal rights of all women and girls in all aspects of social, political, and economic life. This includes, but is not limited to, equal rights and responsibilities in all aspects of citizenship, public service, employment, education, and family life, and it includes freedom from discrimination because of race, ethnic origin, age, marital status, sexual preference/ orientation or parenthood.

ARTICLE III. MEMBERSHIP

Any person who subscribes to its purpose and who is a member of National NOW may, upon payment of dues, be a member of the **Tucson** Chapter of NOW.

ARTICLE IV. POLICY

The Chapter shall be bound by the National NOW bylaws and policy.

ARTICLE V. MEETINGS

The Chapter shall hold at least eight (8) membership meetings each year. One of these meetings, designated the annual meeting, shall be the meeting at which election of officers shall take place. Additional rules regarding the number and types of meetings shall be contained in the operating rules of the Chapter.

ARTICLE VI. DUES

Section 1

Dues and specifics relating thereto shall be set forth in the operating rules of the Chapter.

Section 2

The fiscal year shall **be July 1 to June 31.**

ARTICLE VII. OFFICERS/BOARD

Section 1

The officers shall be a President, Vice-President, Secretary, and Treasurer and such other offices as may be determined by the operating rules. The composition and duties of the Board of Directors, if any, shall be specified in the operating rules of the Chapter.

Section 2

The officers and board shall be elected annually at the annual meeting. The time and date of the annual meeting shall be set forth in the operating rules of Chapter.

ARTICLE VIII. COMMITTEES

Type of committees, their purpose, leadership, and membership shall be determined by the operating rules of the Chapter.

ARTICLE IX. NOMINATIONS

The nominating procedure shall be determined by the operating rules of the Chapter.

ARTICLE X. ELECTIONS

Officers and board members must be elected by a majority vote or a majority of preferences counted in the final tally, if preferential voting is used. All members of the Chapter are eligible to vote and must be notified of the election by the procedure prescribed in the operating rules of the Chapter. Other specific provisions relative to elections are detailed in the operating rules of the Chapter.

ARTICLE XI. DELEGATES TO NATIONAL CONFERENCES

Delegates and alternatives to the national conferences shall be elected in the number, manner, and timing determined by the national bylaws and National Credentials Committee. All Chapter members must be notified 30 days in advance of this election. Further procedures for the election of delegates and alternates shall be detailed in the operating rules of the Chapter.

ARTICLE XII. GRIEVANCE PROCEDURE

There must be a grievance procedure specified in the operating rules of the Chapter.

ARTICLE XIII. OPERATING RULES OF THE CHAPTER

There shall be a set of operating rules for the Chapter which must detail the items referred to in these bylaws and may contain any other operating rules the Chapter wishes. The operating rules must be accepted by a 2/3 vote of the Chapter members present and voting must provide a method for amending the rules to give the membership written notice of an intended change and require a 2/3 vote of the membership present and voting.

ARTICLE XIV. AMENDMENTS

These bylaws may be amended by a 2/3 vote at any meeting of the Chapter providing:

- (a.) Proposed amendment has been submitted to the president 60 days in advance of the meeting.
- (b.) The proposed amendment has been **sent by email** to the members 30 days in advance of the meeting or **uploaded for members to access online 30 days in advance of the meeting.**

ARTICLE XV. DISSOLUTION

The Chapter may be dissolved upon a 2/3 vote of its members present and voting. Upon dissolution of the Chapter, the board and officers shall, after paying or making provisions for payment of all liabilities of the Chapter, remit all remaining assets to the state NOW organization, National NOW, or any local unit of NOW.

NOTE: ALL ITEMS UNDERLINED ARE EXPANDED OR OUTLINED IN THE OPERATING RULES

Date of Adoption: _____

Chapter Operating Rules

I. Meetings

Chapter meetings shall be held at least eight (8) times a year, at such dates, times, and places as determined by the chapter board. Any number present shall constitute a quorum, except for the annual meeting at which a quorum shall consist of at least 10% of the actual chapter membership.

II. Dues

New members' dues shall be \$40. Reduced dues are available on a sliding scale from \$15 to \$40. Renewing members' dues shall be determined by Central dues.

III. Officers and Board (Chapters should feel free to expand on these duties.)

A. The officers and their duties shall be:

1. The President, who shall be the principal spokesperson and administrator of the chapter and manage the day-to-day affairs of the chapter between board and chapter meetings. The President shall preside at all board and chapter meetings.
2. The Vice President, who shall assist the president and shall chair meetings in the absence of the president.
3. The Secretary, who shall take and keep the minutes of both board and chapter meetings and attend to general chapter correspondence.
4. The Treasurer, who shall receive all funds of the chapter and shall deposit them in such bank as may be designated by the board, and who shall disburse the funds by check in accordance with the budget or vote of the membership, and who shall make written reports to the board and membership.

B. These officers shall constitute the board. The board shall meet at least 8 times a year. The president or a majority of the board may call board meetings.

C. Vacancies. In the event of a vacancy in the office of president, the vice-president shall assume the office of president. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs.

D. Qualifications and terms of office.

1. All officers shall have been members of NOW for three (3) months prior to election. Each officer shall serve a one-year term, and no officer may serve more than two consecutive terms in the same office.
2. No person may hold two offices concurrently.
3. Officer's terms shall begin following the meeting at which they are elected.
4. Any person who is appointed to fill a vacancy or who assumes the office of president due to a vacancy, and officers elected shall be eligible to serve two full consecutive terms in their office.

IV. Committees

The Board shall have the power to appoint committees for specific purposes and dissolve them when those purposes have been fulfilled. Chairs of said committees shall be members of the chapter and shall be appointed by the board or approved by members of the Committee. Individual members of the Committee are not required to be NOW members. Minutes must be taken at each Committee meeting and provided to the Board. Committees must obtain approval from the Board for events, actions, fundraising, budget-related items, etc. A representative of each Committee must be present at general meetings and provide an update on Committee activities.

V. Nominations

The chapter board shall approve an election committee at least 90 days prior to the annual meeting. The election committee shall solicit nominations for officers from the entire membership at least 60 days prior to the annual meeting. At least 30 days before the annual meeting, the names of those persons who have been nominated shall be emailed to each chapter member with a notice of the date, time, and place of the annual meeting. Nominations may also be received from the floor at the annual meeting.

VI. Elections

- A. The election of officers shall take place at the annual meeting, which shall be held in June of each year.
- B. Elections shall be conducted by the Elections Committee. Preferential balloting shall be used if more than two persons are running for the same office.
- C. Members who are unable to be present at the annual meeting may designate a proxy to vote for them. Notification of this must be provided to the Board prior to the day of the annual meeting.

VII. Delegates to National Conference

- A. Any member of the chapter who qualifies for election as a delegate/alternate to the National Conference shall be eligible to run for election. If the chapter is unable to fill all of its allotted delegate and alternate slots with chapter members, any eligible member of NOW may be elected.
- B. All chapter members are eligible to vote. There shall be separate ballots for delegate and alternate. Each member may cast as many ballots as there are delegate and alternate slots to be filled.
- C. Notice of the election of delegates and alternates shall be given as far in advance as possible. All nominations shall be from the floor. The president shall appoint at least two non-candidates to conduct nominations and elections.

VIII. Grievance Procedure

In the event of a grievance, each side to the controversy will designate one arbitrator and these two arbitrators will select a third arbitrator. Any person who has a conflict of interest may not serve as an arbitrator. The arbitrators will conduct a

private hearing on the matter at which both sides to the controversy may present their case. The arbitrators shall endeavor to resolve disputes to the mutual satisfaction of the parties. Should they fail to resolve the controversy, the matter may be referred to the state NOW.

IX. Amendments to Operating Rules

A. These operating rules may be amended provided that such amendments are proposed by the board or by any five (5) chapter members. Notice of proposed amendments must be given to all chapter members at least 30 days before the meeting at which the proposed amendment is to be voted on.

B. Amendments to these Operating Rules must be approved by 2/3 of those members present and voting.

X. Affirmative Action and Diversity Outreach

The chapter's affirmative action and diversity outreach plan shall consist of the following:

A. The chapter shall maintain current demographic information about the area in which we are located.

B. The chapter shall conduct

1. at least (2) workshops or sessions per year devoted to general diversity and/or coalition building work
2. have a standing committee which directs this activity as well as other work and outreach

C. The chapter will have the following procedures in place for outreach:

1. membership in coalitions dedicated to community diversity
2. urge diverse membership in coalitions with which we work
3. inclusion of organizations dedicated to diverse groups on newsletter mailing lists, speakers lists, and event planning committees or task forces
4. requests of organizations dedicated to diverse groups to include us in their outreach

D. The chapter will set specific and realistic goals for membership, participation, and leadership of a diversity that reflects the community and our issue work.

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