

NATIONAL WOMEN'S POLITICAL CAUCUS LOS ANGELES WESTSIDE BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the NWPC L.A. Westside. It is a local caucus in Los Angeles affiliated with both the California NWPC and the national NWPC. Throughout this document it is referred to as "the caucus."

ARTICLE II: PURPOSE/GOALS

Section 1. The purposes and goals of the caucus are to increase women's participation in the political process, to increase the number of pro-choice women in elected and appointed positions, and to support women candidates who share our pro-choice position.

Section 2. The caucus shall focus its efforts on the recruitment of women candidates, raising funds to support endorsed candidates, developing a strong membership base that will contribute funds and/or time to the campaigns of endorsed candidates, developing and conducting education and training programs to support women candidates, and providing networking opportunities between endorsed candidates, members and the general community.

Section 3. The Supplement to these By Laws shall inform the work of the Board of Directors and Executive Committee.

ARTICLE III: ORGANIZATION

Section 1. This organization shall be a non-profit association.

Section 2. The fiscal year for this organization shall begin on January 1 and end on December 31.

Section 3. Dissolution may be achieved only by a vote of the membership of the caucus or by dissolution in accordance with the Rules, Regulations, By-Laws, practices, and procedures of the National Women's Political Caucus. On dissolution, funds of this organization shall be distributed to NWPC California.

ARTICLE IV: MEMBERSHIP

Section 1. Membership shall be open to all persons and shall be automatic upon paid membership. Each member in good standing must pay, within the time and on the conditions set by the board, the annual dues in amounts to be fixed from time to time as recommended by the board and approved membership. The dues shall be equal for all members, but may be adjusted according to the financial needs of applicants, provided all persons, similarly situated are treated in a nondiscriminatory manner.

Section 2. No one shall be denied membership for lack of money, nor denied because of race, age, creed, national origin, color, religion, political affiliation or sexual orientation. Each member shall be allowed one vote at duly called meetings. The membership list shall be confidential and shall only be distributed to caucus members.

Section 3. Use of the list shall be restricted to Caucus business unless otherwise authorized by a majority vote of the membership.

ARTICLE V: LEADERSHIP/GOVERNANCE

Section 1. BOARD OF DIRECTORS: The caucus shall elect a Board of Directors comprised of 12-14 members elected by the general membership on a biennial basis. The Board of Directors shall include: 5 Executive Committee members and 7-9 At Large Members. The Directors shall be responsible for setting and implementing the mission and the policies set forth by the Board and Membership each year and from time to time as necessary. Only five woman total may serve as Executive Committee members, but fewer than five woman may take on the roles of the Elected Officers, outlined below, if no one runs for those positions.

Section 2. EXECUTIVE COMMITTEE: The Executive Committee shall be responsible for the executive management of the caucus. The Executive Committee shall convene and preside over meetings, appoint chairs, oversee the work of all committees appointed to fulfill the mission of the organization, manage the finances of the organization, and maintain the profile of the organization in the community.

Section 3. ELECTED OFFICERS: The Executive Committee shall be comprised of the following elected officers: Director of Operations; Director of Communications; Director of Events; Director of Finances; and the Director of Political Action (PAC). Executive Committee Officers shall serve for a term of two calendar years, beginning in the January after the election and ending 24 months later.

Section 3.1. The **Director of Operations** shall oversee all functions of the INC, including the management of membership rolls, overseeing meetings and strategic planning sessions, overseeing the maintenance and distribution of minutes, maintaining historic records of the organization, and overseeing all committees appointed to fulfill these responsibilities.

Section 3.2 The **Director of Communications** shall be responsible for the implementation of all marketing and communications strategies as designated by the Board of Directors, and shall oversee all committees appointed to fulfill these responsibilities.

Section 3.3. The **Director of Events** shall be responsible for overseeing the organization and planning of all events, including trainings, and membership functions. She shall serve as a Co-Chair for the Biennial Fundraiser and shall oversee all committees appointed to fulfill these responsibilities.

Section 3.4. The **Director of Finances** shall be responsible for maintaining all treasurer accounts for both the INC and PAC of the caucus. The Director of Finances shall also work in conjunction with the other officers to implement the budgetary priorities of the organization as designated by the Board of Directors. She shall prepare and report on budgets to the Board of Directors and shall oversee all committees appointed to fulfill these responsibilities.

Section 3.5. The **Director of Political Action** shall serve as the Chair of the PAC. The Director of Political Action shall oversee and organize the endorsement of candidates, coordinating with candidates seeking endorsement, organizing endorsement meetings with candidates, making recommendations to the Board of Directors for endorsement and financial support, coordinating volunteers to provide campaign support to endorsed candidates, and shall oversee all committees appointed to fulfill these responsibilities.

Section 4. AT LARGE BOARD MEMBERS: The general membership shall elect a minimum of 7 and no more than 9 At Large Board Members. The At Large Board Members shall work in collaboration with the Executive Committee and shall have the authority to lead and govern committees and subcommittees by appointment from the Board of Directors. At Large Board Members shall be elected biennially by the General Membership. Each At Large member gets one vote on the Board of Directors.

Section 4.1. One of the At Large Members shall take on the role of **Recording Secretary**, to facilitate the recording of all Board of Directors meetings.

Section 5. COUNTY COORDINATING COUNCIL: The Director of Political Action and one other Board of Directors member shall serve as the appointed representatives to the County Coordinating Council. These two women shall attend meetings called by the Council and present the majority opinion of the caucus at such meetings. The representatives shall submit reports of Coordinating Council meetings to the Board of Directors at the next regularly scheduled meeting after the Coordinating Council meets.

Section 6. COMMITTEES: The Board of Directors shall maintain standing committees to conduct the regular business of the organization. Each standing committee shall report to a member of the Executive Committee, but may be chaired by a member of either an At Large Board or Executive Committee member. Standing committees may be comprised of both Board Members as well as General Members as appointed by the Board of Directors. Standing committees shall be: Biennial Fundraiser & Special Events Committee, Communications Committee, Finance Committee, Membership Committee, Governance Committee, and Political Action Committee. Meetings shall be held at the discretion of the committee chairs; written notice of such meetings shall be made to the general membership 15 days prior to such meetings. Committees shall report all activities to the Executive Committee and Board of Directors on a regular basis.

Section 7. EMERITA MEMBER: The Board of Directors may, from time to time, appoint one additional member to the Executive Committee to serve in an advisory role. This “Emerita Executive Committee Member” shall have no voting authority on the Executive Committee, and may or may not be an elected member of the Board of Directors. If the Emerita Executive Committee Member is not an elected At Large Board Member, she may be appointed and serve at the discretion and pleasure of the Board of Directors.

ARTICLE VI: ELECTIONS

Section 1. Beginning January 2012, Board and Executive Committee elections shall be conducted on a biennial basis, with each board member serving a term of 24 months. The Executive Committee shall call an election meeting to occur in December of the election year with no less than 30 days notice. The Nominating Committee shall present a slate of candidates to the General Membership, which shall be included in the notice.

Section 2. A Nominating Committee shall be appointed during years in which elections are held no less than 4 months prior to the election scheduled for the General Membership. The purpose of the Nominating Committee shall be to identify and recommend candidates for election to the Executive Committee and also the At Large Board member positions.

Section 3. Any member in good standing of the caucus may run for and be elected to an At Large Board Member position. To be considered for the Executive Committee, an individual must have served at least one term as an At Large Board Member.

Section 4. The supplement to these bylaws shall inform the work of the Nominating Committee.

ARTICLE VII: REMOVAL OF OFFICERS

Section 1. Members of the Board of Directors may be removed for any of the following reasons: (a) failure to attend three consecutive Executive Committee or Board of Directors meetings without good cause; or (b) non-compliance with stated duties; or (c) conduct not in compliance with stated policy.

Section 2. Members of the Board of Directors may be removed by a 2/3 vote of the members in attendance at a Board of Directors Meeting provided that a motion for said removal is submitted in writing and sent to all members at least 15 days in advance of such meeting.

ARTICLE VIII: MEETINGS

Section 1. The Executive Committee shall meet monthly to ensure the orderly process of business at all Board and General Membership meetings and to discuss matters to report to the membership. At least 6 of these meetings shall occur in person, but remaining meetings and additional meetings may be held in a manner agreed upon by the committee, provided that notice of the meeting is disclosed in advance to the membership. The Executive Committee may act in an emergency as to matters that may arise where general policy has been previously set in a membership meeting. Any emergency transaction shall be made a part of the agenda at the next regular board meeting.

Section 2. The entire Board of Directors shall meet in person at least 6 times each year. All Board Meetings shall be noticed to the General Membership.

Section 3. At minimum, one regular General Membership meeting shall be held during each quarter of the year. Notification of meetings will be sent to the General Membership at least 30 days prior to the meeting. The General Membership shall be comprised of all caucus members in good standing.

Section 4. A quorum shall consist of members in good standing in actual attendance at all duly called meetings. The most current edition of Robert's Rules of Order; Newly Revised shall govern this organization, except when those rules are inconsistent with these By-Laws.

Section 5. By-Laws may be amended at a General Membership meeting of this organization by a majority vote of the members in attendance, provided that the amendment has been submitted in writing, published to the membership, and sent to all current members at least 15 days in advance of such meeting.

ADDENDUM

INTERIM BOARD FOR 2012

Section 1. The caucus shall conduct one election in June, 2012 to appoint an interim Board of Directors, pursuant to the previous By-Laws (version 2007), to serve a term that shall end on December 31, 2012. The interim Board shall serve in previously held roles, as well as work to implement the By-Laws set forth in this document (revision 2012).

Section 2. The caucus shall conduct an election in December, 2012 to elect a Board of Directors to serve consistent with these By-Laws beginning on January 1, 2013. The election shall be scheduled with at least 30 days notice in a manner designated by the Board of Directors to serve notice to the current membership.