

San Diego Area Chapter, National Organization for Women  
Bylaws 2020

**ARTICLE 1. NAME** The name of the chapter is, “San Diego Area Chapter of NOW” hereinafter referred to as “San Diego NOW.” San Diego NOW shall exist and operate as a unit of the National Organization for Women (NOW).

**ARTICLE 2. STATEMENT OF PURPOSE** The purpose of San Diego NOW is to act 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.

**ARTICLE 3. POLICY** The board of San Diego NOW will determine best practice regarding all issues.

**ARTICLE 4. MEMBERSHIP**

- a. Any person who believes in National’s statement of purpose will be eligible to become a member and upon payment of national dues, will have all the rights, privileges, and responsibilities of a member.
- b. A member shall be in good standing after payment of dues or 30 days after formal waiver of dues is made.
- c. Dues are paid in the amount determined by National. Total dues paid include membership in the National, State and city chapters of NOW.
- d. The procedure for formal waiver of dues will be per individual request in writing and approved by the Board on a case-by-case basis.

**ARTICLE 5. AFFIRMATIVE ACTION**

- a. San Diego NOW is dedicated to increasing the diversity of its members and board members.

**ARTICLE 6. STRUCTURE** The structure of the San Diego NOW board is as follows:

- a. The Board: President, Vice President, Secretary, Treasurer, and 1-3 Members at Large.
- b. Optimally, Initiative Committee Chairs are to be Members at Large, unless otherwise noted.

**ARTICLE 7. BOARD MEMBERS**

- a. The Board (BOD) will be elected at the November/December meeting and will take office effective January 1 of the following year.
- b. Each term of office shall be two years and shall begin 30 days following the election for duties handoff.

- c. Any current board member can run for office for two consecutive terms in the same position.
- d. Any current residing President, co-President, Secretary or Treasurer has the authority to add board members by way of emergency to ensure the cohesiveness and solid footing of the chapter at any time.

#### **ARTICLE 8. DUTIES OF THE BOARDS**

- a. The BOD will preside at all meetings of the Board, Chapter and Initiative Committees. The BOD has authority to appoint committee chairpersons.
- b. The President shall be a voting member of the Chapter. The President may hold an Executive Position with California NOW as long as it does not interfere with local chapter functionality. The President shall be the principal spokesperson and chief executive of the chapter, call the meetings of the Board, the Committees, and preside at these meetings. The President has the authorization to speak on behalf of the Board, Committees and the Chapter. The President may serve as the Chair of the San Diego PAC.
- c. The Vice President shall be a voting member of the chapter. In the absence of the President, the Vice President shall preside at all meetings and perform such other duties as may be delegated by the President. The Vice President has the authorization to speak on behalf of the Board, Committee, and the Chapter. The Vice President shall work along with the President on all matters of the Chapter. **The Vice President has full authority to act on behalf of the organization, including its bank accounts and financial matters.** The Vice President may serve as the Treasurer of the San Diego PAC if needed.
- d. Ultimate actions of the membership reside with the Board.
- e. The Secretary is responsible for recording, maintaining, and presenting the minutes from Board meetings, monthly Chapter meetings, and special meetings where chapter business is conducted. These will be presented via email to BOD for approval, and via official correspondence as needed. Lastly, the Secretary will file an annual written report of chapter status and activities with the state coordinator Regional Director and National Action Vice-President.
- f. The Treasurer is responsible for maintaining the official list of members, receiving all money for the Chapter, and depositing that money into the bank designated by the Board. The Treasurer will disburse funds by check or credit card in accordance with approved purchases, report monthly on chapter finances, and prepare all tax statements and submit them to the proper government agencies.

#### **ARTICLE 9. MEMBERSHIP MEETINGS** Chapter meetings will be held monthly unless otherwise posted.

- a. Should the meeting day change, the membership will be notified with 30-day notice, or as soon as possible.
- b. Notification must include, but is not limited to: Website, Social Media Platforms, email of current members.

## **ARTICLE 10. FINANCE**

- a. The fiscal year is from January 1 to December 1. New San Diego NOW members may join at Chapter gatherings or pay online via the National website.
- b. Any member whose dues are in arrears, after notice, will be dropped from the rolls and will have no privileges of membership, but may be reinstated upon payment of dues or after formal waiver procedures.
- c. Check or withdrawals from the Chapter checking account will need Board approval. Checks will be signed or purchases will be made in person by the standing Treasurer or board member with preauthorization.

## **ARTICLE 11. ELECTION YEAR NOMINATIONS**

- a. The nominees for open Board positions will be published by means of website, Social Media, email and/or mail 30 days before the elections.
- c. The Board (BOD) will be elected at the November/December meeting and will take office effective January 1 of the following year.

## **ARTICLE 12. ELECTIONS**

- a. Elections for the Board will be held at the November/December meeting and will be by majority vote of the members who are present and in good standing as certified by the membership records.
- b. Voting members will be validated at the election meeting by Secretary/Treasurer.

## **ARTICLE 13. PROXY VOTING**

- a. There currently is no voting by proxy.

## **ARTICLE 13. REMOVAL FROM OFFICE**

- a. A member of the BOD, including Members at Large, may be removed from office due to lack of engagement with the board, abandonment of duties without contacting the board, or dishonorable conduct. The board member in question will be contacted verbally and in writing. After 30-day written notice, the board member may have an opportunity for hearing by the members in good standing.
- b. Recalled position(s) will be given 30 days written notice of the BOD's intention.
- c. The board member has the option to attend the general chapter meeting to object to the recall, or to submit a resignation to the Board in any written format, including email.

## **ARTICLE 14. PARTICIPATION AT NATIONAL CONFERENCES**

- a. The National Conference is open to all NOW members. Members are entitled to speak at a national conference, even if they are not eligible to vote.
- b. Scholarships to attend national conferences are available on a first come first serve basis if chapter funds can accommodate.

c. Written request for a scholarship must be submitted to the BOD 120-days prior to conference.

d. Requestor must be a member in good standing.

**ARTICLE 15. GRIEVANCES**

a. The Board will choose a Grievance Committee Chair from among the BOD.

b. Policies and procedures shall be in accordance with the Grievance Standing Rules of National NOW.

**ARTICLE 16. AMENDMENTS**

a. The Bylaws may be amended by the BOD when necessary and published to the website for transparency.

**ARTICLE 17. PROCEDURE**

a. All proceedings of this Chapter will be conducted in accordance with Robert's Rules of Order.

Executed on April 9, 2020, in San Diego, California.

Antionette Munoz, Co-resident