

San Gabriel Valley Chapter
National Organization for Women

Bylaws

Article I. Name and Structure

- A. Name: The name of this organization shall be the San Gabriel Valley Chapter of NOW.
- B. Structure: The structure of the chapter shall be as follows:
1. The members.
 2. The Board of Directors which shall consist of the officers and such other standing committee coordinators as are established by the board or the membership.
 3. The officers who shall together constitute the Executive Board. This chapter shall exist and operate as a unit of the National Organization for Women (NOW).

Article II. Purpose

- A. NOW's purpose is to take action to bring women into full participation in the mainstream of American society now, exercising all privileges and responsibilities thereof in truly equal partnership with men. This purpose includes, but is not limited to, equal rights and responsibilities in all aspects of citizenship, public service, employment, education, and family life; and includes freedom from discrimination because of age, marital status, gender, parenthood, employment, nationality, creed or race.

Article III. Membership

- A. Any person who subscribes to the purpose and who is a member of National NOW may, upon payment of dues, be a member of the San Gabriel Valley Chapter of NOW.
- B. No person shall be excluded from membership, segregated, or otherwise discriminated against within the organization.
- C. Responsibilities
1. Only those members serving as officers of this chapter committee or designees shall act as representatives of NOW, or of this Chapter.
 2. Chapter members speaking to groups or giving pre-arranged interviews as representatives of NOW for this

Chapter should be approved as qualified speakers by the San Gabriel Valley NOW Speakers Bureau, Chapter Board or appropriate committees).

- D. A qualified speaker shall be defined as one who:
 - 1. Has had previous experience and speaking for NOW to groups.
 - 2. Has acceptably completed training by the San Gabriel Valley NOW Speakers Bureau, which shall establish and make known to the membership such criteria for acceptability; or has otherwise demonstrated, to the San Gabriel Valley NOW, competence and speaking as well as understanding the philosophy and goals of the Chapter. In case of dispute, the Board should rule.
- E. Any member not acting under any of the above conditions shall act only as an individual and shall not present herself as an official representative of NOW or this Chapter.
- F. No member shall make any unauthorized use of the name NOW or of this Chapter.
- G. No member shall make any unauthorized use of the membership list or stationery of this Chapter.
- H. Privileges: only members in good standing (i.e. dues paid) may vote, be elected to office or be appointed or elected as member of a committee.
 - 1. Member in good standing shall be defined as a member who has paid all dues, the advances, and or money owed to the chapter within 90 days after received of bill, according to the records.

Article IV. Meetings

- A. The Chapter shall hold several meetings each year, as it's termed by the Executive Board.
- B. The spring meeting shall be the annual meeting and shall be the meeting at which elections of officers shall take place.
- C. Procedures: Except as here and provided all proceedings of this Chapter shall be governed by Roberts Rules of Order, newly revised or latest revision.
- D. Electronic Meetings: Any meeting of the Board may be held by conference telephone, conference video, or similar communication equipment, so long as the following conditions are met:
 - 1. Each member participating in the meeting can communicate with all other directors concurrently.
 - 2. Each member is provided the means of participating in all matters before the Board, including the capacity to propose, or to interpose, an objection to a specific action to be taken by the Board.

Article V. Dues

- A. The accounting year shall be a calendar year, starting January 1 and ending December 31.
- B. Renewing Chapter members shall be billed by National NOW for their chapter, state, and national dues. Members shall then pay their renewal dues to National NOW.
- C. Any member whose dues are in arrears shall, as per National NOW requirements and after notice, be dropped from the role and shall have no privileges of membership, but may be reinstated upon application, acceptance, and payment of dues.

Article VI. Disbursements

- A. No member shall be reimbursed for any expense without proper receipt or bill.
- B. Authorization for payment and or reimbursement may only be made by a Board Member of a Chair or a specified Task Force, Standing or Ad Hoc Committee.

Article VII. Deposits

- A. All Chapter funds shall be deposited from time to time to the credit of this Chapter in such banks, trust companies, or other depositories as the Board may select.

Article VIII. Gifts

- A. The Board may accept on behalf of the Chapter any contribution, gift, bequest or device for general purposes and/or special purpose of the Chapter, so long as any conditions that may be attached to the gift do not conflict with the bylaws, mission goals, or the purpose of the Chapter.

Article IX. Books and Records

- A. The Chapter shall keep correct books and records of accounts and shall also keep minutes of each proceeding for its members and Board of Directors and shall keep an up-to-date record giving the names and address of the members entitled to vote. All books and records of the Chapter may be inspected by any member(s), or their agent or attorney for any proper purpose at any reasonable time.

Article X. Officers

- A. Titles and Dues

1. President: There shall be a President who shall be a voting member of the Board. The President shall be the principal spokesperson and chief administrative officer of the Chapter and should be responsible for the day-to-day operations of the Chapter. The President should call the meeting of the Board and shall preside at these meetings.
 2. Vice President Action: there should be a Vice President Action who shall be a voting member of the Board. This officer should coordinate the action programs and perform such other duties as might be delegated by the Board.
 3. Secretary: There shall be a Secretary who shall be a voting member of the Board. The Secretary shall keep the minutes of the Board, the Executive Committee, and the general meetings: shall be responsible for the general correspondence of the Chapter: shall be the custodian of the records. The Secretary shall perform such other duties that may be delegated by the Board.
 4. Treasurer: there shall be a Treasurer who shall be a voting member of the board. The Treasurer shall be the chief financial officer of the Chapter; shall prepare the budget; shall disperse funds; and shall be responsible for managing all incoming funds and ensure proper records are kept. The Treasurer shall chair the Finance and Budget committee and keep accounting records. Treasurer is responsible for filing a Form 990-N with the IRS by the 15th day of the 4th month after the end of the accounting year, to insure the non-profit status of the chapter.
- B. All officers should be elected at the April General meeting and should take office on May 1. Officer should hold office for one (1) year, or until their successors are elected or appointed.

Article XI. Board of Directors

- A. The Board of Directors also referred to as the board shall consist of the President, Vice President Action, Treasurer, Secretary, Task Force Chairs, and all who should be voting members of the Board.
- B. The Board shall manage the affairs and control the funds and property of the Chapter. It shall report its activities to the members, supervise the conduct of Chapter activities to the board members, and the implementation of Chapter policies and directives.
- C. Standing Committees/Task Forces may elect their own chairs. In cases where chairs have not been elected the Chapter President shall appoint chairs.
- D. A quorum of the Board shall be 30% of the board, including two officers. In the absence of a quorum, no votes may be taken.
- E. Members of the Board who missed three consecutive Board meetings show automatically be dismissed from their duties, unless the absence has been excused by the Board.
- F. Board members may not send a proxy to be voted in their absence.

- G. The terms Standing Committee and Task Force shall be interchangeable.
- H. Any San Gabriel Valley NOW member may attend meetings of the board, present items for the agenda, and participate in the discussion, but may not present motions or vote.

Article XII. Committees-Description/Voting Privileges

- A. Nomination Committee - a temporary committee does not have a vote on the Board.
- B. Ad Hoc Committee - a temporary committee formed for specific task. Ad Hoc Committee does not have a vote on the board for the period the committee exists.
- C. Standing Committee/Task Force are long term committees ~~from~~ formed from the membership for carrying on the work of the Chapter. The Chair of each task force or standing committee has a vote on the Board.

Article XIII. Elections

- A. Officers and board members must be elected by a majority vote. Voting will be done by ballot.
- B. Elections shall be by majority of the members present and voting.
- C. Members shall be notified of elections by email before election.

Article XIV. State Board of Representatives

- A. The Chapter President shall be the State Board Representative. In the event that Chapter President is already a member of the board through holding a state office, the Chapter shall elect an alternate to go in place of the Chapter President.
- B. In the absence of other funding, the Chapter will make funds available for this State Board Representative.

Article XV. Procedure for Filing Grievances, Removal from Office and Reinstatement

- A. Any member of the San Gabriel Valley NOW Chapter, upon just cause, may file a formal written complaint against any member(s) or member(s) of the board. The complaint must cite and document specific evidence of malfeasance and or nonfeasance.
- B. The complaint shall be presented to the board and copies of it shall be emailed in advance to each Board Member along with a notice from the Chapter President stating that date, time, and place of the meeting to consider the complaint.
- C. The person(s) filing the complaint and the member charged shall be present at this meeting. Assessment of the situation and reconciliation are the main purposes for the meeting.
- D. The decision for removal from office or Board requires 2/3 vote of the Board by secret ballot.

- E. The members of the Board who have been automatically dismissed from their duties do (3) consecutive absences may appeal for reinstatement to the Board at the next Board meeting. Reinstatement requires 2/3 vote by secret ballot.

Articles XVI Bylaws of the Chapter

- A. The Bylaws must be accepted by a 2/3 vote of the Chapter members present and voting.
- B. These bylaws must be amended by a 2/3 vote at any meeting of the Chapter providing:
 - 1. The proposed amendment must be submitted to the President 60 days in advance of the meeting.
 - 2. The proposed amendment must be mailed to members 30 days in advance of the meeting.

Article XVII. Dissolution

- A. The Chapter maybe 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.