



NATIONAL WOMEN'S POLITICAL CAUCUS SAN GABRIEL VALLEY BYLAWS

*(Adopted by the Membership: February 26, 1990, Revised: August 14, 1991, Revised: February 25, 2008,
Revised: January 14, 2019, Amended: February 22, 2021)*

ARTICLE I: NAME AND JURISDICTION

The name of this organization shall be the National Women's Political Caucus San Gabriel Valley (NWPC SGV). It shall function as a local chapter of the National Women's Political Caucus, Inc. (NWPC) and the National Women's Political Caucus of California, Inc. (NWPC CA). The organization shall operate in accordance with their bylaws and rules.

Our caucus endorses candidates and maintains membership throughout the San Gabriel Valley and eastward through the Inland Empire (until such time as the Inland Empire cities branch off to form their own caucus). This coverage area includes the following cities: Alhambra, Arcadia, Azusa, Baldwin Park, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Hacienda Heights, Industry, Irwindale, La Puente, Monrovia, Montebello, Monterey Park, Pomona, Rosemead, Rowland Heights, San Dimas, San Gabriel, San Marino, South El Monte, South Pasadena, Temple City, Walnut, West Covina, Whittier, some unincorporated areas of Northeast Los Angeles County, and cities throughout San Bernardino county. The NWPC CA board holds ultimate decision-making authority regarding jurisdiction and caucus boundaries.

ARTICLE II: PURPOSE AND GOALS

The purpose and goals of NWPC SGV are to increase women's participation in the political process, to increase the number of feminist, pro-choice women in elected and appointed offices, to win equality for women, to end discrimination, and to support women candidates who support our goals.

ARTICLE III: GOVERNING RULES

NWPC SGV and each of its members shall subscribe to, adopt, and support the preamble of NWPC and NWPC CA and shall comply with all laws governing political contributions, political activity, and candidate support, and shall refrain from any activity that would jeopardize the tax status of NWPC, NWPC CA, NWPC CA PAC, or the Women's Leadership Fund.

ARTICLE IV: MEMBERSHIP AND DUES

- A. Membership shall be open to any individual who supports the stated purpose and goals of NWPC.
- B. Upon payment of dues, one becomes a member of NWPC SGV, NWPC CA and NWPC.
- C. Each member shall pay the annual dues in amounts to be fixed from time to time by NWPC and NWPC CA. The dues shall be equal for all members, except the Executive Committee of NWPC SGV may assess reduced dues according to the financial needs of prospective members, provided all persons similarly situated are treated in a non-discriminatory manner.

ARTICLE V: OFFICERS

- A. NWPC SGV shall be led by an Executive Committee comprised of elected officers and elected / appointed committee chairs.
- B. The elected officers of NWPC SGV shall be: President, Secretary, Treasurer, NWPC CA Director, and a Vice President to preside over each of the Standing Committees: Vice President-Political Action (VP-PAC), VP-Membership, VP-Fundraising, VP-Communications, VP-Candidate Support, Education, and Training, and VP-Programs. One of the Vice Presidents will serve in the First Vice President role, as specified in these bylaws.
- C. The immediate Past President is an additional member of the Executive Committee.
- D. To avoid any conflict of interest, the President, Treasurer, and VP-PAC offices shall be held by three different individuals.

ARTICLE VI: MEETINGS

- A. NWPC SGV shall have a minimum of four (4) regular membership meetings annually.
- B. The membership can conduct business¹ at a membership meeting with a quorum of ten (10) members or twenty percent (20%) of membership, whichever is greater.
- C. Any member who has paid dues is a voting member. Members are not eligible to vote until they have been members for thirty (30) days.
- D. The Executive Committee shall conduct a minimum of four (4) business meetings annually.

¹ 'Business' refers to making, modifying, and voting on motions.

E. The Executive Committee can conduct business with a quorum of 50% of the number of minimum Executive Committee members, as defined in these bylaws.

F. All meetings shall be publicly announced with reasonable advanced notice and shall be open meetings. The Executive Committee may hold a closed meeting for the purposes of personnel or legal matters and will promptly report the purpose and any action taken at any closed meeting to the membership.

G. All NWPC SGV business shall be conducted at in-person / virtual Executive Committee or Membership meetings except where the business is deemed urgent by the President and cannot wait for the next regularly scheduled meeting. In this case, the business may be taken up remotely. Business conducted remotely shall require at least forty-eight (48) hours of notice² and all votes conducted are subjected to the same rules of quorum and acceptance found in these bylaws.

ARTICLE VII: DUTIES OF OFFICE

The Executive Committee shall:

1. Implement policy and establish procedures;
2. Approve budgeted expenditures;
3. Prepare an annual budget, with the assistance of the Treasurer; and
4. Perform other functions and activities of NWPC SGV in accordance with these bylaws.

A. The President shall be the Executive Officer of NWPC SGV and shall convene and preside at all Membership and Executive Committee meetings. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall be the official spokesperson of NWPC SGV.

B. The Vice Presidents are responsible for presiding over the duties of the standing committees, as described in these bylaws. The First Vice President is an additional duty role, filled by one of the elected Vice Presidents. The First VP is responsible for assuming Presidential duties in the absence of the President.

C. The Secretary shall prepare and take responsibility for the minutes of all Membership and Executive Committee meetings. She will provide minutes to members prior to the next meeting.

D. The Treasurer shall collect and deposit all funds, sign all checks, pay bills and disburse funds at the direction of the Executive Committee, keep accurate financial records, prepare

² Notice refers to the email announcing a teleconference no earlier than 48 hours later or the email calling for a vote, to be closed no earlier than 48 hours later

written reports for all Executive Committee meetings, and provide regular (at least quarterly) financial reports for the membership of all funds, including PAC funds.

The Treasurer shall ensure sufficient funds remain in the treasury for carryover to each new fiscal year, which runs from January 1 to December 31.

The Treasurer maintains authority over all expenditures under \$250. Any expenditures over \$250 need the approval of the Executive Committee and signatures of 2 of the following 3 individuals: the President, the Treasurer, a Vice President.

The Treasurer shall submit all required Fair Political Practices Commission reports in a timely manner. The Treasurer shall forward NWPC and NWPC CA dues to NWPC CA. The Treasurer shall forward to NWPC CA the required percentage of local PAC fundraising events.

E. The NWPC CA Director shall attend all meetings of the NWPC CA Board of Directors. If the Director is unable to attend a meeting of the NWPC CA Board of Directors, the Executive Committee shall appoint an alternate from NWPC SGV to attend the meeting. At any time the President may serve in this capacity or designate a temporary representative to attend in the absence of the NWPC CA Director or her alternate. A report of all NWPC CA meetings shall be submitted to the Executive Committee. The NWPC CA Director shall be the official spokesperson of NWPC SGV to NWPC CA and shall reflect the majority opinion of NWPC SGV in matters of policy. The NWPC CA Director is responsible for obtaining and remitting such records as shall be required for re-credentialing NWPC SGV to NWPC CA at the beginning of each fiscal year.

ARTICLE VIII: ELECTIONS

A. The Executive Committee of NWPC SGV shall be elected for a fixed term of office at the first membership meeting of each even numbered year, to be held no later than January 31st. Notice of the election shall be made in writing (which may be electronic) to all members and must state nominations will be accepted from the floor.

B. At least sixty (60) days prior to the election, the Executive Committee shall appoint and present to the membership a Nominating Committee of at least three members, a majority of whom are not members of the Executive Committee. The Nominating Committee shall report in writing to the membership on candidates for the offices to be filled at least fifteen (15) days prior to the election.

C. All terms of office are for two (2) years, beginning on election. All caucus records in the possession of Executive Committee members shall be transferred to their successor at the end of the term of office.

D. Immediately following the election of officers, a second election between all elected Vice Presidents shall be held to elect the First Vice President, who fills in the duties of the President upon her absence.

E. Officer vacancies occurring during the year shall be filled by the Executive Committee, and shall run for the remainder of the term.

ARTICLE IX: COMMITTEES

A. The Standing Committees of NWPC SGV are as follows: Political Action, Membership, Fundraising, Communications, Education and Training, Candidate Support, and Programs.

B. The Executive Committee shall appoint members to these standing committees as necessary.

C. As needs arise, the Executive Committee shall appoint a chairperson and members to additional ad hoc committees to handle special projects in accordance with the purpose and goals of NWPC SGV.

D. Standing Committee Descriptions:

Political Action Committee:

The PAC is led by the VP-PAC and shall consist of a minimum of five members:

- VP-Political Action
- 1 member appointed by the President
- 1 member appointed by the VP-PAC
- Up to two (2) additional member appointed by the Executive Committee
- Up to two (2) additional members appointed by the PAC to provide appropriate diversity to the committee

A quorum of at least 50% of PAC officio members must be present to conduct PAC business. PAC votes require a majority to pass.

PAC meetings are open to all members of NWPC SGV. Only members of the PAC may vote at PAC meetings.

Recommendations for endorsement and endorsed candidate funding are presented by the VP-PAC to the membership. Recommendations are adopted with a majority of total votes cast.

Revoking a PAC Endorsement is a serious action. The PAC shall maintain a policy document detailing the process for revoking a candidate's endorsement.

Membership:

The Membership Committee is led by the VP-Membership. This committee directs all membership and recruitment activities, maintains membership lists, and coordinates the annual membership renewal drive.

Fundraising

The Fundraising Committee is led by the VP-Fundraising. This committee generates the funds needed for caucus and PAC operations via fundraising events and targeted fundraising campaigns.

Communications

The Communications Committee is led by the VP-Communications and is responsible for advertising caucus events and distributing notices.

Candidate Support, Education, and Training

The Candidate Support, Education, and Training Committee is led by the VP-Candidate Support, Education, and Training, and is responsible for 1.) providing training and workshops to current and potential candidates, appointees, and campaign support staff; 2.) getting NWPC SGV endorsed candidates elected; and 3.) supporting our members and women within our jurisdiction for appointments to boards and commissions. Candidate support may include, but is not limited to, organizing volunteers to phone/text bank, writing postcards, canvassing neighborhoods, etc. It may also include targeted mentoring on topics of local flavor and greatest interest to the cadre of NWPC SGV endorsed candidates in any given election.

Programs

The Programs Committee is led by the VP-Programs. The committee identifies topics of interest to members of the local caucus and secures speakers on these topics for membership meetings.

ARTICLE X: REMOVAL FROM OFFICE

- A. Three (3) Executive Committee meeting absences without good cause within a twelve (12) month period shall be grounds for removal by the Executive Committee.

- B. Noncompliance with stated duties or caucus policies of an office shall also be grounds for removal. A recommendation for removal shall be made in writing at least fifteen (15) days before a membership meeting and shall require two-thirds (2/3) vote of members in attendance.

ARTICLE XI: ESTABLISHING POLICY

The Executive Committee shall develop policies and procedures to facilitate the work of NWPC SGV. Policy recommendations must be voted upon at a membership meeting and receive a majority vote of the members present.

ARTICLE XII: AMENDMENT OF BYLAWS

Amendment proposals shall be submitted to the Executive Committee and placed before the membership for ratification by a two-thirds (2/3) vote of the members present. Written notice of the proposed amendments must be sent to all members at least thirty (30) days in advance of the date of the membership meeting at which they are voted.

ARTICLE XIII: RULES

For matters not covered in these bylaws, reference shall be made to the latest edition of Robert's Rules of Order.

ARTICLE XIV: DISSOLUTION

NWPC SGV may be dissolved in accordance with the bylaws of NWPC CA or NWPC. Upon dissolution, any remaining funds shall be delivered to NWPC CA.