

Model Chapter Bylaws and Operating Rules
Model Chapter Bylaws
National Organization for Women
Adopted February 25, 1978
Revised November, 1983

ARTICLE I. NAME

The name of the organization shall be the MSP Chapter of NOW.

ARTICLE II. PURPOSE

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 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 MSP Chapter of NOW.

ARTICLE IV. POLICY

The Chapter shall be bound by the National NOW bylaws and policy. However, MSP NOW may pass policy governing our own chapter structures and activities. The MSP NOW Operations Chair will be responsible for keeping a file of chapter policies up to date.

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. All members must receive at least 30 days notice of the annual meeting at which elections will be held. 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 January 1 to December 31.

Section 3

MSP NOW offers a sliding scale for membership dues, offered to any person for any reason.

ARTICLE VII. OFFICERS/BOARD

Section 1

The officers shall be a President (or Co-Presidents) and a Treasurer and such other offices as may be determined by the operating rules. The composition and duties of the Board of Directors 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. Committee chairs are recommended by the president(s) of the chapter, voted on by membership at the annual meeting, and sit on the board of directors.

ARTICLE IX. NOMINATIONS

The nominating procedure shall be determined by the operating rules of the Chapter. A Nominating Committee Chair and at least one member will be appointed by the Chapter Board two months prior to the chapter's annual meeting, and specific processes involving the committee's work shall be determined in 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 (preferential voting shall be used when more than two people are running for the same office or position). All members of the Chapter are eligible to vote and must be notified of the election at least 30 days in advance 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 3/5 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 3/5 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 mailed to the members 30 days in advance of the meeting or published in an every member publication 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, after advance notice of no less than 30 days to every member that dissolution of the chapter will be considered at that meeting. 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.

Date Adopted: _____

Operating Rules for for MSP NOW

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 \$35. Reduced dues are available on a sliding scale from \$15 to \$34. 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 (or Co-Presidents), who shall be the principal spokesperson(s) and administrator(s) 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 and attend to general chapter correspondence.
2. ~~The Operations Chair, who shall assist the President and chair meetings in the absence of the President or both Co-Presidents. The Operations Chair shall also act as an operational liaison between state and national NOW Chapters, assist with sustainability planning, and monitor the day-to-day logistical health of the chapter. The Operations Chair shall take and keep the minutes of board and chapter meetings.~~
3. 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 in accordance with the budget or vote of the membership, and who shall make written reports to the board and membership. The Treasurer is responsible for maintaining our tax status and any interactions with the IRS.
4. Board Members, of which 5 - 7 may be elected to serve on the board. Additional chapter responsibilities will be shared among these members. Responsibilities may include but are

not limited to: chapter operations and membership; liaising between State and National chapters; monitoring the logistical health of the chapter; member communications; coordinating the issue and/or action agendas of the chapter; event planning and coordination; member education opportunities; recruiting and retention.

5. ~~The Action Chair, who shall coordinate the issue or action agenda of the chapter, seek out events for the Chapter's involvement, and coordinate our presence at said events. The Action Chair shall chair the Action Committee.—~~
6. ~~The Education Chair, who shall coordinate the ongoing education of the board and Chapter members and curate a resources list. The Education Chair shall chair the Education Committee.—~~
7. ~~The Connection Chair, who shall forge bonds between our members and between our Chapter and other groups in the MSP community. The Connection Chair will act as our liaison to other groups and businesses and oversee recruiting and retention efforts. The Connection Chair shall chair the Connection Committee.—~~

A2. The officers of the chapter may redistribute various tasks assigned to them, but not the responsibility for seeing that they are completed.

B. These officers shall constitute the board.

The board shall meet at least 8 times a year. The/A 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 ~~Operations Chair shall assume the office-~~ ~~remaining board members shall vote on a board member to 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 five consecutive terms in the same office.
2. No person may hold two offices concurrently.
3. Officer's terms shall begin on the first of the month following the meeting at which they are elected, and they shall hold that office until the next general election meeting.

IV. Committees

~~*A. Standing Committees—*~~

~~The Chapter has four standing committees: Action, Education, Connection, and Operations. Chairs of said committees must be members of the Chapter and shall be voted into position at the annual election meeting or appointed by the Board in case of a vacancy. Committee chairs serve for a one-year term and are members of the Board.—~~

~~The Board shall have the power to appoint additional standing committees for the purpose of collaborative work on issues or administrative tasks. Chairs of said committees must be members of the Chapter.—~~

~~*B. Ad Hoc Committees*~~

The Board shall have the power to appoint ~~additional~~ 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. Chairs may be board members.

V. Nominations

The chapter board shall approve an election committee at least 6045 days prior to the annual meeting. The election committee shall solicit nominations for officers from the entire membership prior to 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 Marchspring 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.

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 (defined as a violation of a specific NOW policy or bylaw), 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 grieving party shall request a specific remedy, and 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.

Article X. Affirmative Action and Diversity Outreach

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

- Urge diverse membership in alliances with which we work
- Request membership in alliances dedicated to community diversity
- Include organizations dedicated to diverse groups on newsletter mailing lists, speakers lists, and event planning committees or task forces
- Request that organizations dedicated to diverse groups include us in their outreach
- Set specific and realistic goals for membership, participation, and leadership of a diversity that reflects the community and our issue work.

Date of Adoption: _____