

# **Bylaws of the Seattle Chapter of the National Organization for Women**

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## **SECTION 1 NAME**

The name of this chapter shall be the Seattle Chapter of the National Organization for Women. The chapter name for the purposes of press releases or public appearance shall first be cited as "Seattle NOW, the National Organization for Women"; and subsequently as "Seattle NOW".

## **SECTION 2 PURPOSE**

The purpose of Seattle now is to bring women into full participation in American society, 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, employment, education and family life. This includes freedom from discrimination because of sex, age, disability, economic status, marital status, parenthood, race or sexual orientation.

## **SECTION 3 POLICY**

Where no national policy exists, the chapter may formulate its own policy, making clear that it is speaking for the chapter only.

## **SECTION 4 MEMBERSHIP MEETINGS**

Seattle NOW shall hold regular membership meetings each year, one of which shall be designated the annual meeting. The annual meeting will be held in December. Ten members shall establish a quorum at the membership meeting.

## **SECTION 5 DUES**

The portion of dues going to the chapter shall be 26.67% of the total of all chapter, state and national dues. Dues shall be on a sliding scale in accordance with the provisions established for dues by the central dues collection system in Washington State.

## **SECTION 6 GOVERNING STRUCTURE**

A. BOARD

- I. The Board shall consist of a minimum of 14 persons who are members in good standing of Seattle NOW. The Board shall include the current chapter President, Vic-President, Secretary, Treasurer, Legislative Coordinator, and Immediate Past Chapter President.
- II. The remainder of the Board shall be constructed of eight members elected at the Annual Meeting for a term of two years. Terms of office are staggered, four members shall be elected each year.
- III. The President of Seattle NOW shall serve as Chair of the Board.
  - a. The Chair shall be responsible for conducting Board meetings and assuring that NOW policy is observed.
  - b. The Chair shall not have a vote on the Board with the exception that in the case of a tie vote the Chair will cast the deciding vote.
  - c. In the absence or inability of the President to assume the duties of the Chair, the Vice-President shall assume these duties.
- III. Vacancies on the Board shall be filled by appointment by the chapter President with a concurring majority vote of the Board.
- IV. A Board member may be removed from the Board by a two-thirds vote of the Board for non-performance of Board duties and responsibilities.
- V. Duties: The Board shall be responsible for the general administration of the chapter including but not limited to:
  - a. Supervision and approval of chapter budget.
  - b. Control of all chapter funds and property.
  - c. Supervision of chapter activities and the implementation of chapter policies and directives.
  - d. Formulation of policy statements and immediate course of action necessary to further the goals of NOW, to be presented to the membership for approval.
  - e. Long range planning.
  - f. Supervision of chapter committees and task forces.
    1. Each member of the Board, with the exception of the current chapter President and Legislative Coordinator, may be required to serve as advisor to at least one task force or committee. The Board member may serve in an advisory capacity only and need not be responsible for coordinating the task force or committee.
    2. The Board member will be responsible for presenting a short report on the activities of their assigned task force or committee as needed.
- VI. Term of Office: All Board members, excluding the current chapter officers and the immediate past President, shall be limited to two consecutive terms of two years.

- VII. The general membership shall have the final authority to approve any action or policy recommended by the Board.
- VIII. A quorum shall be established by half of the non-officers Board members and two officers.

B. OFFICERS

- I. There shall be the offices of President, Vice-President, Secretary, Treasurer, and Legislative Coordinator.
- II. All Officers shall be elected at the Annual Meeting and shall hold office for one year or until their successors take office. Officers shall take office upon election.
- III. Should the office of President become vacant the Vice-President shall immediately assume the office of President. Vacancies in other offices shall be filled by majority vote of the Board.
- IV. Chapter officers may be removed from office by two-thirds vote of the Board and a majority vote of the membership for non-performance of office duties and responsibilities.
- V. Duties of Officers:
  - a. The President shall be the chief executive officer of the chapter, shall preside at all meetings of the chapter, shall appoint the chair of all committees except Nominating, subject to approval of the Board, shall perform such duties as are directed by the officers or Board, shall be ex-officio member of all committees except Nominating.
  - b. The Vice-President, in the absence or inability of the President, shall perform the duties of that office and may be the chair of any committee.
  - c. The Secretary shall keep a record of the proceedings of the meetings of the chapter and Board, conduct chapter correspondence not specifically assigned to others.
  - d. The Treasurer shall oversee the funds of the chapter, shall disperse these funds in accordance with the approved budget, shall make regular reports to the membership and Board, shall keep the records of membership, and shall be ex-officio member of Finance.
  - e. Legislative Coordinator shall coordinate the legislative activities of the chapter and function as advisor to the task forces and committees with legislative concerns.

**SECTION 7 COMMITTEES AND TASK FORCE**

All committees and task forces shall be designated at the discretion of the majority of the Board with concurrent ratification by the membership.

**SECTION 8 NOMINATION OF CANDIDATES FOR ELECTION**

A Nominating Committee, consisting of at least three members, shall be elected at least three months prior to the Annual Meeting. Elections of the nominating committee shall be at a membership meeting and be by a majority vote of those present. It shall present a list of candidates for Officers and the Board at the Annual Meeting. Members of the Nominating Committee shall not be eligible for inclusion in the list. Additional nominations may be made from the floor.

**SECTION 9 ELECTION OF OFFICERS AND BOARD MEMBERS**

Elections of Officers and Board Members shall occur at the Annual Meeting. Elections shall be by majority vote of those present, voting and in good standing. Notice of the meeting and election shall be sent to the membership at least thirty days prior to the meeting.

**SECTION 10 GRIEVANCE PROCEDURE**

Grievances. The Chapter Board shall constitute a hearing panel for the purposes of adjudicating grievances brought be it. Prior notice of any grievance hearing must be given to all parties involved in the grievance. All parties must be present at the hearing. Resolution of the grievance shall be by two-thirds vote of the Board and is binding pending appeal to the grievance procedures of the State or National NOW.

**SECTION 11 AMENDMENTS**

These operating rules may be amended at any regular membership meeting by a two-thirds vote of those members present, in good standing and voting provided that notice be given to the membership thirty days prior to the meeting of any proposed changes.

