

# Bylaws

(Revised November 14, 2014)

# &

# Standing Rules

(Revised November 14, 2014)



# NWPC-California HANDBOOK

**National Women's Political Caucus of California, Inc.**

Updated November 14, 2014

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*July, 2000, April, 2006, January 2010, April 2012*

## **OTHER REFERENCES AVAILABLE**

### **1. Women’s Leadership Fund (Education Account)**

Articles of Incorporation, Bylaws, Use of Funds by Local Caucuses, Scholarship (Political Head Start), Committee of 100.

### **2. Membership Handbook**

Details and procedures for those involved in collection and processing of membership dues.

### **3. Corporate Handbook**

Articles of Incorporation, Documentation and Reporting Requirements, Audit Report.

**4. Treasurers Handbook**

Setting up local accounts, Budget & Finance Overview, Guide to 501(c)(4) and 501(c)(3) Organizations and Political Action Committees, PAC reports, references.

**5. How to Form a Local Caucus**

Initial Briefing, Advanced Guide, Credentials Requirements, Model Bylaws and Suggested Standing Rules.

**6. History Handbook**

Original statement of purpose, NWPC-CA 1982 Platform, State Highlights 1971-1996, Annual Reports 1998+, State Presidents 1973-2000, Firsts for Women in California Politics, List of Placements of NWPC-CA History Book (The First 10 Years).

**7. Resolutions**

List of Resolutions Adopted, 1980-1999..... *July 2000*

NOTE: In most cases, these papers are collected from the out-of-date State Handbook and preserved as separate references for current or historical purposes. When completed, the State Office Manager will maintain a full set of all the above, available to Board members and/or Local Presidents upon request.

#2, Membership Handbook, of interest primarily to local officers who need to know procedural details, is available on request from the State Membership Administrator. *Janet Abrams / Laurel [CONTRACTOR], 2000 Pamela Chaput, 2011*

**CHAPTER 1: BYLAWS**  
**APRIL 21, 2012**

**NATIONAL WOMEN'S POLITICAL CAUCUS OF CALIFORNIA, INC.**  
**a California Nonprofit 501(c)(4) Corporation**

**ARTICLE I: NAME**

The name of this corporation shall be NATIONAL WOMEN'S POLITICAL CAUCUS of CALIFORNIA, Inc.

**ARTICLE II: PREAMBLE**

The purpose of the National Women's Political Caucus of California, Inc. (NWPC-CA) is to increase women's participation in the political process and to identify, recruit, train and support feminist women for election and appointment to public office. While in pursuit of this goal, NWPC-CA will strive to win equality for all women; to ensure reproductive freedom; to achieve quality dependent care; and to eradicate sexism, racism, anti-Semitism, ageism, ableism, violence, poverty, and discrimination on the basis of religion or sexual orientation. BD 9-14-97

**ARTICLE III: OFFICES**

**A. *Principal Office***

*The corporation's principal executive office shall be fixed and located at such places as the Board of Directors (herein called the "Board") shall determine. The Board is granted full power and authority to change said principal executive office from one location to another.*

**B. *Other Offices***

*The Board may, at any time, establish branch or subordinate offices at any place or places where the corporation is qualified to do business.*

**ARTICLE IV: MEMBERSHIP**

Membership in NWPC-CA shall be open to all people and shall be automatic upon paid membership directly to the National or State office or through a duly credentialed Local Caucus in accordance with the structure of that Local Caucus. Membership in the National organization shall be automatic upon paid membership through the Local or State organizational structures.

**A.** *An individual member shall be deemed to be a member of the nearest Local Caucus unless any other affiliation is specifically requested by the member.*

**B.** *Such membership may be credited to one Local Caucus only.*

**C.** *Each member in good standing, within the time and on the conditions set by the Board, must pay the annual dues in amounts to be fixed from time to time by the Board. The dues shall be equal for all members, but the Board may, at its discretion, adjust dues for membership according to the financial needs of applicants, provided all persons similarly situated are treated in a non-discriminatory manner.* BD 2-16-12

## ARTICLE V: LOCAL CAUCUSES

- A.** *There shall be established Local Caucuses of not less than twenty (20) National and State assessed and paid members. Said Local Caucus shall be credentialed by the Board at such time as it:*
- 1. Has a minimum of twenty (20) assessed and paid members.*
  - 2. Has provided all information required by the Board including proof of publicity of the first three (3) formation meetings and evidence of an Affirmative Action Program*
  - 3. Has established an account or accounts with a financial institution in the name of the Local Caucus.*
  - 4. Has completed the steps required by the State of California to register as a California non-profit corporation.* *BD 2-16-12*
- B.** *All required documentation must be submitted at least ten (10) days prior to the NWPC CA Board meeting at which the credentialing vote will be taken. Exceptions may be allowed by a 2/3 vote of the Board.* *BD 2-16-12*
- C.** *A Local Caucus which fails to be represented by its director at three consecutive Board meetings shall be considered for dissolution by Board action. BD 11 - 14*
- D.** *Local Caucuses shall be based on non-duplicating geographical areas.*
- 1. There shall be no special interest or ethnic caucuses except that task forces may be formed for special purposes within or across established caucus lines.*
  - 2. An individual member may affiliate with any caucus of her choosing, provided that member belongs to only one caucus for purposes of credentialing.*
- E.** *Local Caucuses shall have a minimum of one (1) regular meeting each quarter. Said meeting shall be publicly announced and shall be an open, general meeting.*
- F.** *Local Caucus leadership shall be democratically elected for fixed terms of office at a regularly scheduled meeting. Notice of the election must be sent to each local member and the NWPC Recording Secretary and state office manager at least 30 days before the election and must state that nominations will be accepted from the floor.* *BD 4-21-12*
- G.** *A Local Caucus and each of its members shall subscribe to, adopt, and support the preamble of the National Women's Political Caucus and the National Women's Political Caucus of California 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-CA, NWPC-CA PAC, or the Women's Leadership Fund.*
- H.** *Each properly credentialed Local Caucus shall be represented on the Board of Directors in accordance with Article VI, A.*
- I.** *De-credentialing of a Local Caucus*
- 1. Dissolution of a Local Caucus may be affected at the discretion of a majority of Local members, and the Local Caucus shall be de-credentialed upon such dissolution.*
  - 2. A Local Caucus shall be de-credentialed and considered dissolved if it has missed three (3) consecutive meetings of the Board.*
  - 3. The State Board may, at its discretion and upon a majority vote of the Board, de-credential for*

*good cause any Local Caucus.*

4. *Upon de-credentialing of a Local Caucus, individual caucus members shall be notified and transferred according to their wishes to a nearby established caucus, another state caucus, and/or California-At-Large, if there is not another established caucus nearby or if they have no preference*
5. *A caucus may be reinstated in the same way a new Local Caucus is credentialed, upon payment of any monies due and owing, and compliance with all stated requirements of Article V.*

*BD 2-16-12*

## **ARTICLE VI: BOARD OF DIRECTORS**

The Board of Directors shall be composed of a duly elected Director from each Local Caucus or a designated Alternate and the elected officers of NWPC-CA.

### **A. Directors.**

*Each credentialed Local Caucus shall have one director on the Board. Said Director shall be the Caucus President and/or other member elected by the Local Caucus members, or designated by local Caucus President, to serve as such director, in the absence of the regular Local Caucus Director.*

*BD 2-16-12 BD 11-14-14*

### **B. Voting.**

1. *Local Caucus Director or Alternate shall have two (2) votes on the Board of Directors for the minimum twenty (20) assessed and paid members of said Local Caucus and have one (1) additional vote for every twenty (20) assessed and paid members of said Local Caucus thereafter.*
2. *A Local Caucus Director may split her vote on any question before the Board on which a vote is called, except that there shall be no fractional voting (i.e., 3-2, but not 4-1/2 and 1/2).*
3. *Each elected State officer, Chair of Standing Committee, Regional Director, and National Representative shall have one (1) vote.*

### **C. Number and Qualification of Director**

*The authorized number of Directors shall be more than ten (10) and less than sixty (60). All Directors must be residents of the State of California and members of the corporation.*

### **D. Regular Meetings.**

*The Board of Directors of NWPC-CA shall meet at least three times a year and meetings shall be located geographically in different counties.*

### **E. Special Meetings.**

*President, any three (3) officers or any five (5) board members, may call special meetings of the Board for any purpose at any time.*

*CONV. 4-2-06*

### **F. Quorum.**

*A quorum shall be no less than one-third (1/3) of the total number of Directors. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law, especially those provisions relating to (i) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of Directors. A meeting at which a quorum is initially present*

*may continue to transact business, notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for that meeting. A record of attendance will be included with the minutes of the meeting.*

CONV. 4-2-06

**G. Adjournment.**

*A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.*

**H. Action without Meeting**

*Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board, individually or collectively, consent in writing (which may be in electronic form) to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.*

BD 2-16-12

**I. General Corporate Powers.**

*Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation and these Bylaws relating to action required to be approved by the members, the business and affairs of the corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the activities of the corporation to any person or persons, a management company, or committees however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.*

**ARTICLE VII. OFFICERS**

**A. Designations and Terms of Office**

- 1. The officers of NWPC-CA Inc. and Women's Leadership Fund (WLF) shall be the President, two (2) Vice Presidents, Secretary, and Treasurer.*
- 2. At least two NWPC-CA regions shall be represented in the nomination and election of officers.*
- 3. Three regional directors (for South, Central and North) shall be elected by the Local Caucuses in each region, rather than at large. The boundaries of these regions are established by the Board and may be adjusted as needed.*
- 4. All officers shall serve concurrent two-year terms or until their successors are elected, except as otherwise provided in these bylaws.*
- 5. Other officers may be appointed in accordance with the provisions of Section C of this Article VII. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the President of the Board.*

BD 11-14-14

**B. Election of Officers**

*The officers of the corporation, except those appointed in accordance with the provisions of Section C of this Article VII, shall be chosen by the Board, and each shall serve at the pleasure of the Board, subject to the rights, if any, of an officer under contract of employment.*

**C. Subordinate Officers**

*The Board may appoint and may authorize the President of the Board or another officer to appoint any other officers that the business of the corporation may require, each of whom shall have the title, hold office for the period, have the authority, and perform the duties specified in the bylaws or determined from time to time by the Board.*



**D. Removal of Officers**

*Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board, at any regular or special meeting of the Board or, except in case of an officer chosen by the Board, by an officer on whom such power of removal may be conferred by the Board.*

**E. Resignation of Officers**

*Any officer may resign at any time by giving written or electronic notice to the corporation. A resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.* BD 2-16-12

**F. Vacancies in Office**

*A vacancy in the office of President shall be filled by the Vice President elected by the Board in an election held immediately following the election of Vice Presidents. In the event that she is unable to serve, the Vice President who received the second highest number of votes shall fill the vacancy. In the event that the Vice Presidents are unable or unwilling to fill the role of President, the vacancy shall be filled by the Board. Vacancies in other elected offices shall be filled by the Board.*

CONV. 4-2-06

**ARTICLE VIII. NATIONAL BOARD REPRESENTATION**

- A. *The number of NWPC-CA representatives entitled to National Board membership is determined biennially by National, based on state membership numbers.*
- B. *The NWPC-CA President, or her designee, shall fill one of the National Board Representative positions.*
- C. *Should NWPC-CA be entitled to multiple National Board Representatives, they may be chosen to reflect the state's regional diversity. In that case, they shall be elected by the Local Caucuses in each region, rather than at large.*
- D. *Election of National Representatives shall be the last NWPC-CA Board meeting just prior to the National Convention.*
- E. *National Board Representatives shall serve two-year terms.* BD 2-16-12    BD 11-14-14

**ARTICLE IX. COMMITTEES**

**A. Executive Committee**

*The Executive Committee shall be composed of the President, two Vice Presidents, Secretary, and the Treasurer. The Executive Committee shall be authorized to carry out the business of the Corporation between meetings of the State Board.* BD 11-14-14

**B. Committees of Directors**

*The Board may designate one (1) or more committees to serve at the pleasure of the Board.*

**ARTICLE X. RECORDS AND REPORTS**

**A. Record Keeping**

*The Corporation shall keep adequate and correct records of account and minutes of the proceedings of its members, Board, and committees of the Board, and the original or a copy of The Articles of*

*Incorporation and bylaws as amended to date. The Corporation shall also keep a record of its members giving their names and addresses and termination date, if any. The minutes shall be kept in written form. Other books and records shall be kept in either written form or in any other form capable of being converted to written form. All of such records shall be open to inspection on the written demand of any member, at any reasonable time during usual business hours, for a purpose reasonably related to the member's interests as a member. The inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts. All of such records shall be kept at the principal office of the corporation in California, or if none, then the corporation shall, upon the written request of any member, furnish to such member a copy of the written record.*

**B. Inspection by Directors**

*Every Director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the corporation. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.*

**C. Annual Financial Report**

*The Board shall cause an annual financial report to be available to the members not later than one hundred twenty (120) days after the close of the corporation's fiscal year. The report shall contain all the information required by Section 8321(a) of the Corporations Code and shall be accompanied by any report thereon of independent accountants, or if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation. The annual financial report shall be furnished to all Directors.*

BD 2-16-12

**D. Annual Statement of Certain Transactions and Indemnifications**

*The Corporation shall furnish annually to its members a statement of any transaction or indemnification described in Section 8322(d) and (e) of the Corporations Code, if such transaction or indemnification took place. Such annual statement shall be affixed to and sent with the annual report described in these bylaws.*

**E. Financial Review**

*All financial records will undergo a Financial Review at least annually. This Review should be completed within 30 days after the close of the fiscal year.*

CONV. 4-2-06

**ARTICLE XI. PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order, Newly Revised, will govern the proceedings of NWPC - CA in all cases in which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order, and any applicable statutes.

CONV. 4-2-06

**ARTICLE XII. AMENDMENTS**

**A. Amendment by Members**

*New bylaws may be adopted or these bylaws may be amended or repealed by approval of the members, or by written assent of these persons.*

**B. Amendment by Directors**

*Subject to the right of members under A. of this Article XII, bylaws other than a bylaw fixing or changing the authorized number of Directors may be adopted, amended, or repealed by the Board. However, if the Articles of Incorporation or bylaws adopted by the members provide for an indefinite number of Directors within specified limits, the Directors may adopt or amend a bylaw fixing the exact number of Directors within those limits.*

### **ARTICLE XIII. DEDICATION/DISSOLUTION**

The property of the organization is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any Director, officer, or member thereof or to the benefit of any private persons.

Upon the dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

*Bylaws Adopted January 1985*

*Revised January 18, 1986*

*Revised August 12, 1990*

*Revised January 26, 1991*

*Revised August 14, 1994*

*Revised October 6, 1996*

*Revised September 14, 1997*

*Revised June 27, 1998*

*Revised June 4, 2000*

*Revised April 2, 2006*

*Revised February 16, 2012*

*Revised April 21, 2012*

*Revised November 14, 2014*

## CHAPTER 2: STANDING RULES

### A. DEFINITION--HOW STANDING RULES ARE CREATED

1. *The Standing Rules which follow have originated from three sources:*
  - a. *Original bylaws, before incorporation and revisions in 1983 (BYLAWS)*
  - b. *Board of Directors, as adopted (BD)*
  - c. *Voted by delegates at a State Convention (CONV)*
2. *Standing Rules are an accumulation of motions passed at state meetings and are intended to stand until revoked. Standing Rules may be adopted by majority vote without prior notice, and they may be revised or abolished in the same manner.*
3. *In the event of a conflict between the Standing Rules and the Bylaws, the Bylaws shall take precedence.*

### B. ETHICS

*The National Statement of Purpose (Preamble in Bylaws) shall continue as a guide in endorsing candidates and issues.*

1. *Obligations of State Leaders: Recognizing that actions of State Officers and Committee Chairs are seen by the public as reflecting official positions of NWPC-California, those officers may endorse and work only for candidates and issues selected from within the endorsing scope of the state organization. Local races such as school board, city council, county supervisors, and local issues, normally (with certain exceptions) do not fall within the province of the state organization.*
2. *Obligations of Local Leaders: While the state acknowledges it cannot set policies appropriate to each local situation, it is strongly urged that each local caucus recognize these same concerns exist at the local level and that the locals establish appropriate policy to give guidance to their officers.*
3. ***Obligations to Each Other:***
  - (a) *Treat each other with respect*
  - (b) *Honor confidentiality*
  - (c) *Keep educating ourselves*
4. ***Obligations to Endorsed Candidates:***
  - (a) *Ongoing commitment*
  - (b) *Ongoing communication*
  - (c) *ongoing education of candidates*

*Any violation or infraction of above shall be referred to the Grievance Committee.*

*BD 8-79*

### C. USE OF ORGANIZATIONAL NAME

1. *No individual or local caucus may use the name “National Women’s Political Caucus” or “NWPC” unless credentialed by NWPC-California as defined by existing policy.*
2. *Only local caucuses credentialed by NWPC-CA are authorized to endorse candidates or issues using the name “National Women’s Political Caucus” or “NWPC.”* *BYLAWS 4-82*

### D. AUTONOMY OF LOCAL CAUCUSES

*With the understanding that each local caucus has its own requirements for growth and stability, NWPC-CA affirms the integrity and autonomy of all local caucuses on matters of policy and financial assessments. Therefore, State Board of Directors and Executive Committee votes having to do with new policy that directly affects local caucuses’ financial assessments shall be returned to local caucuses for votes by the local membership.*

#### **E. LOCAL & STATE JURISDICTION ON ISSUES**

**BD 11/13/81**

*The following policy is recommended for issuing press releases regarding positions on issues and political matters.*

- 1. National has jurisdiction over national issues.*
- 2. State has jurisdiction over statewide issues as far as sending communications to the Governor and U.S. Senators.*
- 3. Local chapters may communicate their position on issues to their locally elected officials including Assembly Member, State Senator, and Congress Member.*
- 4. Local chapters should not take independent stands on statewide ballot issues, because the State Board of Directors will vote to endorse, not endorse, or not take a position.*
- 5. Local chapters cannot take positions on candidates or ballot measures different from NWPC-CA, nor can different chapters take opposing positions from each other.*

#### **F. COUNTY COORDINATING COUNCILS**

**BD 5/95**

- 1. In counties where more than one local caucus exists, a County Coordinating Council shall be established for the convenience and coordination of such caucuses and shall consist of one representative and an alternate, democratically elected, from each local caucus in the county, to function on an ad hoc basis.*
- 2. Within six weeks after formal notification from the Board that a second local caucus has been credentialed in a county, the County Coordinating Council shall establish itself as a body.*
- 3. It shall be the duty of a County Coordinating Council to implement policy within its county and to facilitate communication between the local caucuses in said county and to coordinate local caucus activities.*

#### **G. VOTING CREDENTIALS REQUIREMENTS**

**BYLAWS 4-82**

*Prior to the second Board meeting of each calendar year, each local caucus must have complied with the following conditions to be credentialed to vote at state Board meetings. The Local Director is responsible for providing documentation of compliance. This policy is administered by NWPC-CA State Office Manager and monitored by appropriate state officers.*

- 1. Affirmative Action Report***  
*This report must be completed annually and forwarded to NWPC-CA State Office Manager.*
- 2. Local Chapter Bylaws***  
*A set of bylaws must be on file with the NWPC-CA State Office, with a new set provided whenever revisions are adopted by local caucus members. Each year the local caucus is asked to certify the status of its bylaws.*
- 3. Election of Local Caucus Officers***  
*NWPC-CA State Office must be notified when a local election takes place, to include date of election, term of office, proof of public election with statement that nominations will be accepted from the floor (newsletter okay for this purpose), and a list of all new officers, committee chairs, and Local Director and Alternate Director to State, with addresses and phone numbers. If local elections are not held annually, written notice must be forwarded to State Office indicating date of next election.*
- 4. Contribution to State PAC Account***  
*The Local Caucus must have paid over to the State PAC all funds specified in Paragraph M. "PAC Fundraising by Local Caucuses" of this Chapter 2.*
- 5. Number of Members***  
*A local caucus must have at least 20 credentialed members to be entitled to two votes at State Board meetings.*

**6. Special Requirements**

*Special situations, e.g., conventions, may bring forth special credentialing requirements.*

*BYLAWS 4-82, BD 4/94, BYLAWS 6/98, BD 2/01*

**H. BOARD MEETING GUIDELINES**

**1. Sites**

*The State Board will meet at least three times a year, alternating between Northern and Southern California. Local caucuses will volunteer to host a meeting. The meeting sites will be selected with an emphasis on economy of cost. Individual attendees pay hotel guest room fees.*

*CONV. 4-2-06*

**2. Reservations Procedures**

*The State will send out meeting reservation information to include meeting fee. The meeting fee will cover the cost of meals provided and meeting room charge, if any. Any local caucus not sending a representative to the State Board meeting shall be required to pay the meeting fee for one local caucus representative.*

*CONV. 4-2-06 BD 7-21-12*

**I. AFFILIATE NWPC-CA STRUCTURES**

*Having incorporated in 1983, NWPC-CA has three separate identities / treasury accounts:*

**1. NWPC-CA, Inc.**

*This is a 501(c)(4) non-profit, not tax-deductible corporation (permits lobbying). It is used for operating expenses of the business organization and therefore is governed by the usual rules of corporate organizations. Membership dues go in this account.*

**2. NWPC-CA PAC Account (FPPC# 746-373)**

*This is the candidate support fund and is used exclusively for support to candidates, as limited by regulations on political contributions and administered by the California Fair Political Practices Commission.*

*CONV. 4-2-06*

**3. Women’s Leadership Fund (NWPC-CA Education Account)**

*This is a 501(c)(3) education and training account. It is used for workshops, seminars, printed materials, scholarships, and other nonpartisan, non-endorsement, educational purposes. Anyone can contribute; e.g., individuals, corporations, businesses, foundations. Contributions to this account are tax deductible.*

**J. FISCAL YEAR**

*The fiscal year shall begin on January 1 and end on December 31 of each year unless changed in accordance with the rules, regulations and bylaws governing this organization.*

**K. MOVING MONEY FROM LOCAL CAUCUS TO STATE TREASURY**

*If the money sent by a local caucus to the state...*

*BYLAWS 4-82*

*is from a PAC fundraiser, then the money must go to the NWPC-CA PAC Account.*

- 1. is from an Operating Account fundraiser, then the money must go either to the State Inc. Account or to the Women’s Leadership Fund (State Education) Account.*
- 2. is from a workshop that used the Women’s Leadership Fund (WLF) Account for seed money, and all checks are made out to the WLF Account, then all the money must go to the WLF Account. The WLF can pay the local caucus for putting on the workshop.*
- 3. is from membership dues, then the money from a local caucus to the state is always for the State Inc. Account.*

*Checks for the State PAC Account, for the WLF Account, or for reimbursement or other payment to the State Inc. Account, are mailed to the Treasurer for the applicable account.*

*Checks for membership dues are mailed to the State Membership Administrator.*

**L. MEMORIAL FUND**

*The Memorial Fund was started in 1979 as a means to remember and honor friends who have passed away, while at the same time raising funds for NWPC work. Donations to the Memorial Fund may be deposited and held for later appropriate disbursement. Questions about this fund should be directed to the State Treasurers.*

*BD 8/25-26/79*

**M. PAC FUNDRAISING BY LOCAL CAUCUSES**

*State PAC funds are derived primarily through contributions from local caucuses.*

- 1. Each Local Caucus shall pay to the NWPC-CA PAC Account 25% of the profit from every general PAC event or fundraising activity which is not held in conjunction with a State Board meeting.*
- 2. If, in any calendar year, the profit from the local caucus events; referred to in Paragraph 1. herein totals less than \$5.00 per member, based on the caucus membership on December 1st of that year, the difference will be assessed and paid by January 15th of the following year.*

*BD 7-21-12*

- 3. If the Local Caucus fundraiser is held in conjunction with a State Board meeting, the Local Caucus shall pay to the NWPC-CA PAC Account 50% of the profit.*
- 4. The Local Caucus shall use the form which follows, "Statement of Receipts, Expenditures and*
- 5. The NWPC-CA PAC Treasurer is responsible for implementation of this policy.*

**National Women's Political Caucus of California**  
**PAC FUNDRAISING EVENT, LOCAL CAUCUS STATEMENT**  
**OF RECEIPTS, EXPENDITURES AND STATE SHARE**

- 1. GROSS RECEIPTS (including loans) \$ \_\_\_\_\_
- 2. TOTAL EXPENSES PAID \$ \_\_\_\_\_
  - a. Repayment of loans \$ \_\_\_\_\_
  - b. Rental \$ \_\_\_\_\_
  - c. Security guard \$ \_\_\_\_\_
  - d. Decorations \$ \_\_\_\_\_
  - e. Caterer / food \$ \_\_\_\_\_
  - f. Bar / related \$ \_\_\_\_\_
  - g. Graphics / printing \$ \_\_\_\_\_
  - h. Mailing / postage \$ \_\_\_\_\_
  - i. Speakers, gifts \$ \_\_\_\_\_
  - j. Entertainment \$ \_\_\_\_\_
  - k. Miscellaneous (explain) \$ \_\_\_\_\_
- 3. NET PROFIT: Subtract line 2 from line 1 and enter here \$ \_\_\_\_\_
- 4. STATE SHARE: For events held in connection with State Board,  
 compute 50% of amount on line 3 and enter here;  
 otherwise, enter 25% \$ \_\_\_\_\_
- 5. ATTACH CHECK, PAYABLE TO NWPC-CA PAC, FOR AMOUNT ON LINE 4 Mail  
 with this form to NWPC-CA PAC Treasurer.
- 6. NET LOCAL PROFIT (Subtract Line 4 from Line 3 and enter here) \$ \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

WAS THE EVENT HELD IN CONNECTION WITH STATE BOARD?    YES\_\_\_    NO\_\_\_

LOCAL CAUCUS \_\_\_\_\_

DATE SENT TO NWPC-CA \_\_\_\_\_

NAME OF LOCAL CAUCUS REPRESENTATIVE \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF LOCAL CAUCUS REPRESENTATIVE



## **N. REIMBURSEMENT OF OFFICER EXPENSES**

### **1. State President may be reimbursed based on suggested criteria:**

- a. *Transportation expenses (air, train, bus, automobile) for all State Board of Directors meetings (3 or 4 per year), for National meetings, to visit local caucuses, attend press conferences and official state functions and fundraisers.*
- b. *Hotel costs not to exceed two nights' lodging for each meeting, except three nights' lodging for State Convention and National meetings, and four nights for the national convention.*
- c. *Miscellaneous expenses including membership fees, correspondence, and other expenses as deemed appropriate.*

### **2. National Board Representative and National Officers**

*Transportation (air, train, bus or automobile) expenses for all National Board meetings, typically three per year, except a meeting in Washington, D.C., where four nights may be required.*

### **3. Other State Officers:**

*The budgetary amounts specified for other state officers can be used to defray expenses for transportation (air, train, bus or automobile), postage, facsimile, telephone, photocopying, and other miscellaneous expenses directly relating to NWPC-CA Officer duties.*

- a. *Airfare will be reimbursed at the lowest published non-refundable advance rate for travel to State Board meetings as well as travel specifically related to the execution of NWPC-CA Officer duties. If a State Board meeting date or location change occurs less than 21 days in advance of a previously scheduled meeting necessitating a state officer paying penalties or increased fares, these additional expenses will be reimbursed.*
- b. *Lodging costs up to 50% of the NWPC-negotiated room rate will be reimbursed for all state officers attending State Board meetings. Lodging expenses not related to State Board meetings will not be reimbursed. Meal expenses will not be reimbursed.*
- c. *Expense claims submitted without supporting receipts will not be processed.*
  - *Automobile costs are reimbursed at the current IRS standard mileage rate. BD 7-11-11*
  - *Photocopying costs are limited to \$.10 per photocopy page or actual cost. BD 1-23-93*
  - *All reimbursement is subject to dollar limits as set for in the annual budget. CONV. 4-2-06*

## **O. MAILING LISTS**

*This policy provides uniform guidelines for responding to requests for NWPC member mailing lists. Such requests may be honored only if they are from local California caucuses or NWPC-endorsed candidates. These requests are made to the NWPC-CA Membership Office.*

### **1. Local Caucus Request**

*A local caucus may request mailing lists of one or more caucuses for its own use. Request must be made by the local caucus President but information can be sent to her designee. Mailing lists are available in electronic format from the State Membership Office in a uniform format at no cost to the requesting caucus. Lead-time of 1-2 weeks is required.*

### **2. Endorsed Candidate Request**

*Endorsed candidates may request mailing lists of one or more caucuses by contacting the State Membership Office. The mailing lists will be in electronic format*

### **3. Local Caucus Lists**

*A local caucus shall use its own discretion on how to handle requests for local caucus lists.*

### **4. Conditions (to be provided by Local Caucus or Candidate)**

- *name of chapter(s) for which members are to be listed*
- *order (alphabetically by last name, zip code, other)*
- *selection (special interests? political party? etc.)*
- *time period (current? lapsed? how far back? etc.)*

- *number of sets required (same conditions?)*

**P. NOMINATION OF NWPC CA OFFICERS**

**BD 7/18/92, BD 1/23/99**

*Nominations are the formal presentation to the Election Committee and to the NWPC membership of the names of candidates for offices.*

**1. Selection of Nominating Committee:**

- Be members in good standing*
- Be appointed by the Board of Directors*
- The President of NWPC CA shall not be a member of the Nominating Committee*

**2. Duties of the Nominating Committee:**

- Interview prospective nominees; investigate their experience, qualifications and abilities; secure their consent to serve if elected; and collect the required documentation.*
- Select a minimum of one candidate for each of the following NWPC CA, Inc. offices: president, four vice presidents (Fundraising, Membership, Communications, Political Action), recording secretary, treasurer, PAC treasurer, three (3) regional directors (North, Central, South).*
- Report nominations to the Board of Directors at the meeting prior to the election meeting. Take nominations from the floor at this meeting.*
- Send a report of the Nominating Committee and a list of candidates nominated from the floor to the Election Committee and to the Board of Directors sixty days before any regularly- scheduled election.*

**3. Eligibility and Qualifications of Candidates Nominated for Office:**

- be a member in good standing*
- provide a written resume*
- obtain letters of support from two different caucuses*
- meet all deadlines set by the Nominating and Elections.*

**Q. ELECTIONS**

**1. Calling Elections**

**BD 9/12/80, BD 1/24/99, BD 7/11/11**

- Election of officers, chairs of standing committees and Regional Directors, shall take place at the last Board meeting of even-numbered years. Terms of their office begins at the first Board meeting of odd-numbered years. In filling any subsequent vacancy, such elections shall take place at any duly constituted Board meeting after the one in which the announcement of vacancies occurs.*
- After distribution of ballots (3.b. below), the Nominating Committee shall ask for nominations from the floor. Candidates so nominated must be willing to serve, a member in good standing, provide a written or verbal resume, and have declarations of support from two different caucuses.*

**BD11-14-14**

**2. Voting Requirements**

- All elections shall require a majority vote of the Board of Directors unless otherwise established.*
- Individual Board Directors shall vote according to instructions received from the local caucus.*

**CONV. 4-2-06**

**3. Election Meeting Procedures**

**a. Ballots**

- Ballots for any regularly scheduled election will be created in advance of the*

*meeting in which an election is to be held.*

- (2) *Each office to be elected shall have a clearly marked list of the candidates and a minimum of two spaces for nominations from the floor.*
- (3) *The ballots will be numbered, one for each vote credentialed for each chapter at the previous Board meeting, and one vote for each Board officer, elected standing committee chair, regional director, and National Representative.*
- (4) *All ballots shall be marked at the lower edge, in the center of the page.*
- (5) *Each office to be elected shall have a clearly marked list of the candidates and a minimum of two spaces for nominations from the floor.* *BD 11-14-14*

**b. Distribution of Ballots**

- (1) *At the close of nominations, the ballots will be distributed by the Elections Committee.*
- (2) *Each local caucus Director will pick up her ballot(s) and the individual number of the ballot(s) will be recorded.*
- (3) *Votes must be in whole numbers.*
- (4) *The local caucus Director shall add any write-in candidates to each category appropriate.* *BD 11-14-14*

**c. Return of Ballots**

- (1) *After the election, the Election Committee will first check the numbers of the ballots against the distribution list.*
- (2) *The votes shall be counted for all offices, the results given to the Chair of the meeting who will announce the results.*
- (3) *If no one receives a majority of the votes cast, a runoff will be held between the two top vote-getters.*
- (4) *If the local caucus Director who picked up the ballot is no longer present, and if there is no authorized voting member of that caucus to replace her, that caucus shall have no vote.*
- (5) *Replacement ballots will be issued and returned before any vote is counted.*
- (6) *The votes shall be counted for all offices and the results given to the Chair of the meeting.*
- (7) *The Chair will read off the total number of ballots issued and the results in each office under consideration.* *BD 11-14-14*

**d. No Clear Winner**

- (1) *If no one receives a majority of the votes cast, a runoff will be held between the two top vote-getters.*
- (2) *The Election Committee shall mark off those offices and candidates no longer running and shall distribute the black-numbered ballots, following the same procedure as above.*
- (3) *In the event of a tie which would determine the election outcome, before the totals are announced, the Chair will be informed. She will inform the body.*
- (4) *Each caucus will take a separate sheet of paper, put its name, the number of votes it has, and the candidate(s) it is voting for on the paper, and return to the Election Committee.*
- (5) *Votes must be in whole numbers.*
- (6) *The procedure will be repeated until all ties are broken.*
- (7) *If the tie is between the two top contenders on the first (blue) ballot, it shall be considered as part of the normal runoff procedures.*
- (8) *If there is a three-way tie, or one between the women in second and third place, tie breaking procedures will take over.*

## **R. Grievance Procedure**

### **1. Purpose**

*The Purpose of the grievance procedure is to resolve grievances at the lowest possible level and to provide an orderly procedure for reviewing and resolving grievances promptly. This shall be the exclusive procedure available to NWPC-CA members for the formal resolution of grievances. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude either party from attempting to resolve the grievance informally, without the written agreement of the grievance committee. An informal settlement of all disputes is the most desired solution. However, when an individual or group of individuals finds this to be impossible, the grievance procedure shall be followed.*

### **2. Definition**

*A grievance may be brought for, but not limited to, challenges related to the following reasons:*

*a. Jurisdiction*

*b. Affirmative action*

*c. Local/state membership dues procedures*

*d. Credentialing of local caucuses*

*e. Compliance by local caucus with local, state and national policies, by-laws and procedures*

*f. receiving and reviewing petitions for the removal of officers of the state caucus*

### **3. Who My Initiate a Grievance**

*A grievance may be initiated by an individual member, group of members, a local caucus, or any other state caucus board or committee against any other caucus group or individual.*

### **4. Grievance Committee Composition**

*The grievance committee, consisting of five members, and its chair shall be appointed by the state board of directors. In the event that charges are brought against a member of the grievance committee, the member shall be removed and a substitute committee member shall be appointed by the state president to serve only at that specific grievance action.*

### **5. Representation**

*The grievant(s) or individual(s) charged may choose self-representation or may select another NWPC member to be her/his/their representative. The representative shall enjoy the same rights as the grievant(s) including receipt of a copy of the grievance, any replies, and any supporting material, and the right to participate in any hearing that may be held to resolve the grievance.*

### **6. Procedures**

#### **a. Grievance Committee Notification**

*The grievance shall be presented in writing and the facts of the grievance set forth in clear and concise language, in sufficient detail to enable the parties to understand the nature of the grievance. This shall be submitted, using the NWPC-CA Grievance Form, to the chair of the grievance committee. In the event the chair or her caucus is the focus of the grievance, the grievance shall be submitted to the state president of her appointee.*

#### **b. Respondent's Notification**

*The grievance committee chair shall, within fifteen (15) calendar days after the receipt of a grievance, send it to the grievance committee members, president of the caucus or individual(s) charged and the state president, or vice president in the event the president is the focus of the grievance. A cover letter informing the president of the caucus or individual(s) charged shall be sent with the grievance, informing her of the grievance procedure.*

c. *Response*

*The caucus or individual charged shall respond, in writing, to the grievance committee chair within fifteen (15) calendar days from the date of the cover letter. These written responses shall be sent to the committee members and the caucus president or individual(s) who initiated the grievance, within five (5) days of receipt by the chair of the grievance committee.*

d. *Committee Resolution*

*(1) Meeting: The committee shall meet and confer on the grievance within fifteen (15) calendar days after the response was due. The parties to the grievance shall be notified of the committee meeting date. Each party may have one representative attend the committee meeting.*

*(2) Quorum: A committee quorum shall consist of four committee members.*

*(3) Resolution:*

*(a) Mediation: In the event both parties to the grievance are able to attend the meeting and wish mediation, the committee shall act as mediators for the representatives to reach a consensus on a solution.*

*(b) Committee Action: In the event the parties to the grievance are unable to meet together, do not wish mediation, or are unable to reach an agreement as to resolution, the grievance committee, taking into account any written or oral responses, shall reach a consensus on the appropriate action. In this situation, representatives of the grievant and the caucus or individual charged will be interviewed at the committee meeting and then excused from the process.*

*(4) Notification of Resolution: The grievance committee chair shall notify, in writing, the parties involved and the state president of the resolution and actions. The state president shall be responsible for seeing that the appropriate actions are instituted.*

*(5) Sanctions: The resolution of the grievance may consist of sanctions, which may include the following:*

- private censure*
- public censure or removal from an NWPC caucus board or committee*
- disenfranchisement of a local caucus at one or more state board meetings*
- removal from an office*
- removal from NWPC membership*

*Except in the case of private censure, all other sanctions must be ratified by the state board of directors at its next meeting. At sanction must be ratified by a three-fourths (3/4) vote of a quorum of the state board of directors.*

**7. Appeal of Resolution**

*No appeal of a ratified sanction may be sought. A grievance resolution not involving a ratified sanction may be appealed to the state president. The state president may delegate such responsibility to the state vice president or other state officer not affected by the grievance. The state president or her appointed officer shall with fifteen (15) calendar days review the grievance and render a written decision. This decision shall be distributed to the grievance committee chair, the grievant, and the caucus or individual charged. This appeal resolution shall be final.*

*BD11/18/83, BD 7/11/11*

# GRIEVANCE FORM

National Women's Political Caucus of California, Inc.

Grievant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Caucus: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

**STATEMENT OF GRIEVANCE:** *(attach additional page if necessary):* \_\_\_\_\_

Definition (see Grievance Procedure, #B): \_\_\_\_\_

Facts of Grievance: \_\_\_\_\_

Remedy Requested: \_\_\_\_\_

## REPRESENTATION:

I will represent myself in this grievance.       I authorize an NWPC member to represent me.

Name of NWPC member: \_\_\_\_\_

Address and phone number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Grievant(s): \_\_\_\_\_

Date received by grievance committee: \_\_\_\_\_

Signed: \_\_\_\_\_

Date letter sent to President of Local Caucus or individual(s) charged: \_\_\_\_\_

Date of Response by caucus or individual(s) charged: \_\_\_\_\_

Date of Meet and Confer: \_\_\_\_\_ Date of Resolution: \_\_\_\_\_

Date Notice of Resolution mailed: \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GRIEVANCE FORM, NWPC-CA 7/94

## **S. CONVENTION RULES**

### **1. Definitions**

- a. A “Delegate” is a member of the convention who is entitled to vote as certified by the Registration Committee. A Delegate’s membership shall be certified by the State Membership Officer as a credentialed member. Names of all Delegates should be submitted to the State Office at least 15 days prior to convention.
- b. An “Alternate” is a member of the convention as certified by the Registration Committee. An Alternate is entitled to vote when a Delegate is absent or surrenders her vote to that Alternate. An Alternate’s membership shall be certified by the State Membership Officer. Names of all Alternates should be submitted to the State Office at least 15 days prior to convention.
- c. A Local Caucus President may substitute Delegates and Alternates at the convention from the state list of members in good standing.

### **2. Admission**

- a. Admission to the convention shall be limited to persons who have registered and are wearing official badges which must be visible at all times.
- b. Designated areas are reserved for Delegates and Alternates. All others and guests are invited to sit in the designated observers’ area.

### **3. Delegates**

- a. The number of Delegates and Alternates to which a local caucus is entitled shall be based on the number of members for which it is credentialed the month prior to the convention (e.g., as of July 1 for an August convention) and upon compliance with all requirements of the Registration Committee.
- b. Each local caucus shall be entitled to two (2) Delegates for each State Board of Directors vote. For example, if a Local Caucus has four (4) votes, it shall be entitled to eight (8) Delegates.
- c. Each active Special Interest Caucus (Older, Younger, Lesbian, Women of Color, RTF, DTF) shall be entitled to two (2) Delegates.
- d. Each Local Caucus and Special Interest caucus has one (1) vote for each Delegate.
- e. Each Local Caucus is entitled to select the one (1) Alternate for each Delegate.
- f. Open substitution of Alternates for Delegates will be allowed on the Convention floor. Delegations shall handle their own procedures for such substitutions.
- g. Delegates and Alternates from each caucus shall be seated together in a section reserved for their caucus. The seating order shall be alphabetical by the name of the caucus.
- h. Each delegation shall select from its members a Delegation Teller.
- i. Each NWPC-CA Officer except the President shall have one (1) vote. President shall vote in case of a tie. Officers shall be seated with their local caucuses.

### **4. Voting**

- a. Only Delegates or Alternates may vote.
- b. Only whole votes may be reported.
- c. A local caucus may cast its full number of votes so long as one (1) member of the delegation is present.
- d. There is no unit rule; each Delegate or Alternate may cast her vote separately from other members of her delegation.
- e. Voting shall be by voice, cards, or roll call. The method of voting shall be at the discretion of the President.
  - (1) For non-controversial matters, voice votes may be used.
  - (2) Each Delegate shall receive one (1) YES card (green) and one (1) NO card (red).

*(3) A roll call vote shall be taken at the President's discretion or when requested by two (2) delegations.*

**5. *Bylaws***

*Proposed Bylaws changes may be submitted in accordance with the Bylaws Amendment Procedures in Chapter 8.*

**6. *Resolutions***

- a. Only Delegates and Alternates may introduce a resolution. A sponsor must deliver a copy of the resolution to the Resolutions Committee before the appropriate deadline.*
- b. Resolutions may be sent to the State Office up to five (5) days before the convention.*
- c. All resolutions must be submitted to the Resolutions Committee Chair by a specified time during the convention (generally 5:00 p.m. the Saturday of convention). No resolutions will be accepted after that time.*
- d. Resolutions that require expenditures of NWPC-CA funds must be accompanied by a brief financial impact report.*
- e. Resolutions Committee will hold hearings at the convention.*
- f. No resolutions will be accepted from the floor during the Plenary Session.*

*BD 4/9/94*



## **CHAPTER 3: MEMBERSHIP**

*Membership in NWPC is open to any individual, without regard to ethnicity, sex, national origin, age, disability, economic status, or sexual orientation, who supports the purposes and goals of the organization and who pays the annual dues.*

*Appointment of a Local Membership Officer responsible for membership recruitment and retention, as well as liaison with the State Membership Office, is critical to a successful local caucus.*

### **A. DUES: GOVERNING MEMBERS**

- 1. Regular Memberships are \$70 per member per year. Of this amount, \$40 goes to National, \$15 to the state, and \$15 to the local caucus.*
- 2. Supporting Memberships are \$90 per member per year, of which \$70 shall be distributed as in 3.A.1. above, with the overage (\$20) going to the collecting caucus entity.*
- 3. Sustaining Memberships are \$150 per member per year, of which \$70 shall be distributed as in (1) above, with the overage (\$80) going to the collecting caucus entity.*
- 4. Lifetime Memberships are available. The fee for a Lifetime Membership is determined by the National Board.*
- 5. Student/Limited Income Memberships are available as needed. Annual dues shall be \$30, with \$10 to National, \$10 to the state, and \$10 to the local caucus. If a Student/Limited Income member pays more than \$30 but less than \$70, the distribution shall be 50% to National, 25% to State and 25% to the Local Caucus.*
- 6. A regular member may renew for more than one year at a time, by paying \$70 for each membership year desired.*
- 7. Membership dues are paid on an anniversary basis, with no prorating of dues.*
- 8. Monthly, by the 25<sup>th</sup> of each and every month, each Local Caucus shall send to the State Membership Administrator the amount of dues collected by the Local Caucus for the benefit of State and National, as defined in Paragraph A.1 through A.5. herein.*

REV BD 1/10

### **B. MEMBERSHIP EXPIRATION DATES**

- 1. A member's expiration date is assigned by National when dues are received at the National Office (not when the state or local caucus receives the dues). For new members, this will be in one year.*
- 2. A grace period of up to 90 days past the expiration date may affect the renewal date assigned.*
- 3. Members should be encouraged to renew early to avoid problems.*

### **C. TRANSFER POLICY**

- 1. A paid-up member may transfer from one California local to another within the membership year without further payment or transfer of dues. This is also true for transfers between states.*
- 2. When a member moves to another area in California where there is an active local caucus, that member is transferred to the new local caucus unless she requests otherwise. If there is no local caucus in the new area, the membership is retained in the original local caucus.*
- 3. A member may choose to belong to more than one caucus. A member may be credentialed and have voting rights in as many chapters as they choose to pay full membership dues for; i.e., two locals may claim the same member, and that member can vote and participate in both locals fully. However, the member who chooses this option will only be allowed one vote at the biennial conference.*

**D. VOTING RATIO**

**CONV. 5/4/08**

1. *A local caucus must have 20 paid members to be credentialed to vote at state meetings and conventions.*
2. *A membership is lapsed on the first of the month following the expiration date; e.g., expiration date is 7/00 and is dropped from the membership count on 8/1/00 if dues are not paid to national by then.*
3. *For every additional 30 paid members, a local caucus receives one more vote. Example:*

<i>20 - 49 members</i>	<i>2 votes</i>
<i>50 - 79 members</i>	<i>3 votes</i>
<i>80 - 109 members</i>	<i>4 votes</i>
<i>110 - 139 members</i>	<i>5 votes</i>
<i>140 - 169 members</i>	<i>6 votes</i>
<i>170 - 199 members</i>	<i>7 votes</i>
<i>200 - 229 members</i>	<i>8 votes</i>
<i>230 - 259 members</i>	<i>9 votes</i>
<i>260 - 289 members</i>	<i>10 votes</i>
<i>290 - 319 members</i>	<i>11 votes etc.</i>

**E. AT LARGE MEMBERS**

*A member may choose to become at At-Large rather than affiliate with one local caucus. Members who reside in areas where there is no convenient local chapter may affiliate with another local caucus if they wish. If not, these members are in At-Large status, with no local affiliation.*  
*Note: Membership Reporting Procedures and additional details are available as a Membership Handbook@ for the Local Membership Officer. Contact the State Membership Office.*

## **CHAPTER 4: AFFIRMATIVE ACTION**

*The National Women's Political Caucus of California follows the lead of the National Women's Political Caucus in seeking a balanced membership, thus it asks each local caucus to gather information and plan outreach accordingly. This is a voting credentials requirement.*

### **A. POLICY REQUIREMENTS**

*Each Local Caucus will file a viable affirmative action plan, in writing, with the State Board of Directors. In order to be in compliance with State policy, the plan must include:*

- 1. A general policy statement which includes a statement of purpose and a commitment to full participation by women (persons) of all racial and ethnic backgrounds, economic strata, political affiliations, ages, sexual preference, or physical handicaps.*
- 2. The racial and ethnic composition and political affiliation of the caucus population.*
- 3. An affirmative action program report which lists coalitions and efforts to include minority groups, other women's groups, and special interest groups in lobbying, recruitment, and leadership.*

*A Local Caucus which fails to comply with state policy will not be credentialed to vote.*

### **B. REPORTING TIMETABLE**

- 1. An Affirmative Action Report form is provided to the Local Director by the State Office Manager at or before the first State Board meeting each year. The Local Director is responsible for the completion of the form and return to NWPC-CA Office by a stated date prior to the second Board meeting of the year.*
- 2. The Office Manager shall copy the completed reports and send them to the Standing Committee on Affirmative Action or as otherwise assigned. The Committee shall evaluate the reports and prepare recommendations for the State Board of Directors.*
- 3. A Local Caucus will not be credentialed if the Affirmative Action report is not filed by the second Board meeting of the year.*
- 4. The Affirmative Action reports will be kept on file at the State NWPC office.*

*BD Adopted 9/85*

*Revised 10/90*

*Revised 4/94*

*Revised 11/95*

## AFFIRMATIVE ACTION REPORT

NAME OF CAUCUS: \_\_\_\_\_ DATE: \_\_\_\_\_

- Does your caucus have an AA Plan?     Yes         No  
Does your caucus have an AA Chair?    Yes         No

*If yes, please note name and telephone number:* \_\_\_\_\_

*A simple statement attesting to good faith effort is acceptable. Your statement should answer questions 1-5 below. Use additional sheet if necessary. If there has been a change in the local caucus AA policy from that currently on file with NWPC-CA, a copy of the new policy should be attached to the AA statement.*

1. Describe the general cultural / ethnic makeup of your service area.
  
  
  
  
  
  
  
  
  
  
2. How does your membership compare?
  
  
  
  
  
  
  
  
  
  
3. Do you have a systematic outreach plan?
  
  
  
  
  
  
  
  
  
  
4. Have you coalesced with other ethnically, socially, and economically diverse groups in your community during the past year? (List groups)
  
  
  
  
  
  
  
  
  
  
5. Suggestions that may help other caucuses or NWPC-CA increase membership diversity:

*The VP Membership shall evaluate affirmative action efforts and, where appropriate, report findings and recommendations for action.*

\_\_\_\_\_  
Signature and telephone number of person completing this form

***Return to NWPC-CA Office Manager at [officemgr@nwppca.org](mailto:officemgr@nwppca.org)***

## CHAPTER 5: POLITICAL ACTION

### ENDORSEMENT GUIDELINES, National Women's Political Caucus

*We believe that women must take action to unite against sexism, racism, institutional violence and poverty. We will:*

- *Rally national and local support for the campaigns of women candidates...who declare themselves ready to fight for the rights and needs of women, and of all under-represented groups.*
- *Confront our own party structures and, when necessary, cross party lines or work outside formal political parties in support of such women.*
- *Reform party structure to assure women of all ages, races and socioeconomic groups equal voice in decision-making and selection of candidates at all levels.*
- *Raise women's issues in every election.*

**SUPPORT AND ENDORSEMENT OF WOMEN CANDIDATES IS THE MAJOR FUNCTION OF THE NWPC CAMPAIGN SUPPORT COMMITTEE.** (from NWPC-CSC National Endorsement Guidelines)

### ENDORSEMENT GUIDELINES, NWPC-CALIFORNIA

The Political Action Committee is comprised of the State Vice President for Political Action, regional directors, Democratic and Republican Task Force Chairs, and additional members as appointed by the VP PAC. PAC Committee members consult and recommend action to the State Board of Directors (hereafter "the Board"). Local chapters will furnish all information necessary to evaluate local candidates from their area. The State PAC will assume full responsibility for evaluating candidates in non-caucus areas.

#### A. CONSIDERATION FOR STATE ENDORSEMENT

CONV. 4-2-06

*A candidate must be recommended by her own local caucus unless there are extenuating circumstances or there is no local caucus in her area.*

1. *Extenuating circumstances include: the caucus is newly formed; or is not currently operating with an endorsement procedure; or there is no local caucus in the candidate's district.*
2. *In multi-caucus districts, caucuses shall work together to reach consensus on whether to endorse a candidate.*

CONV. 4-2-06

#### B. CRITERIA FOR ENDORSEMENT

##### 1. Who May Be Endorsed

- a. *NWPC-California shall endorse only women candidates (statewide office, State Legislature, State Supreme Court Justices, County Boards of Supervisors, and Mayors of major CA cities). A major California city is defined as any city with a population of 250,000 or more, according to the last census.*
- b. *Local caucuses shall endorse only women candidates within their caucus boundaries. No level of support for male candidates is authorized by NWPC as it is inconsistent with the mission of the organization.*
- c. *Candidates for federal level positions (e.g., U.S. Congress) are considered for endorsement at the national level; state recommends.*

CONV. 4-2-06

## 2. **Bottom Line Issues**

Caucus research must show the candidate's support of the following positions by appropriate means (e.g., examination of voting records, questionnaire, interview, etc.)

- a. *Equal Rights Amendment*
  - b. *Unequivocal support of reproductive Choice and Publicly Funded Abortion* CONV. 4-2-06
  - c. *Support increased access to childcare and other dependent care programs funded from all available sources.*
  - d. *A firm commitment to ending discrimination based on age, race, religion, sex, sexual orientation, ethnic origin, marital status, socioeconomic status, and disability*
  - e. *A firm commitment to comparable pay for work of comparable worth*
  - f. *Support elimination of sexual harassment* CONV. 8/23/92
3. *The candidate must clarify what she sees as the issues in the campaign and how she sees them relating to women's issues.*
4. **The candidate must be:**
- a. *interested in receiving NWPC endorsement, and*
  - b. *willing to make NWPC endorsement known*
5. **Targeting Districts**
- a. *The following information must be furnished to PAC in order for a candidate to be considered for state endorsement:*
    - (1) *Is it an open seat, or is the incumbent running?*
    - (2) *Party registration?*
    - (3) *Past voting patterns in district?*
    - (4) *Candidate's campaign organization?*
    - (5) *Candidate's grass roots support?*
    - (6) *Name identification?*
    - (7) *Community involvement?*
    - (8) *Other campaign sources?*
  - b. *The PAC realizes there will be races where it will be feasible to support a feminist in a non-traditionally winnable district.*

## C. **PROCESS FOR ENDORSEMENT**

### 1. **Ethics**

- a. *NWPC is a multi-partisan organization. **PARTY POLITICS SHOULD NOT PLAY A ROLE IN THIS PROCESS.***
- b. *Campaign staff or legislative staff may not participate in the interviewing process of their candidate.* CONV. 4-2-06
- c. *Campaign volunteers and people who have already made a personal endorsement in the race, must identify themselves as such when participating in the endorsement discussion.*
- d. *No literature or buttons should be distributed or worn by members of the interview committee during the interview.*
- e. *There should be no personal interaction between interview team members and candidates.*

### 2. **Basic Procedures of Interview**

- a. *There shall be either a questionnaire and/or an interview process.*
- b. *There must be documentation of candidates' stands on bottom line issues.*
- c. *Membership should receive sufficient advance notice of interviews.*
- d. *All interviews should be taped.*
- e. *All questionnaires should be sent with a return receipt required or some other form of communication to insure the candidate has received the information.*

f. *In recognition of our diversity, all members should be encouraged to participate in the interview process.*

g. *Every attempt should be made to conduct a personal interview.*

**3. Basic Procedures of Endorsement**

a. *Membership should receive sufficient advance notice.*

b. *Membership should be encouraged to participate.*

c. *State PAC Committee has thirty (30) days in which to complete and process all forms necessary for all statewide candidates' races.*

d. *Two (2) weeks after close of filing, every caucus shall have acquired information needed for endorsement proceedings.*

e. *The Statement of Purpose of NWPC should be read.*

f. *A brief statement of our history, our philosophy, our limited resources and energies, should be made.*

g. *Following the report of the Political Action Committee (Interview Team), membership must have adequate time and opportunity to discuss the interviews and the report.*

h. *Candidates may not be present, even if caucus members.*

i. *Caucus finances should be examined before a vote on funding is taken.*

**4. Voting by Board of Directors**

*At the first Board of Directors meeting after filing closes, PAC will make endorsement recommendations to the Board and a vote will be taken. (Board meeting should be scheduled at least six weeks after filing closes to allow local caucuses time to use their endorsement procedures.)*

a. *A simple majority vote is sufficient for those whom we will simply endorse.*

b. *In order to receive funds, a candidate must be endorsed by 66-2/3% of the Board.*

**5. Endorsement Only, or Endorsement with Funding**

*Endorsement does not necessarily mean funding. After endorsements are voted on, PAC will recommend to the Board on the disbursement of funds to the various endorsed candidates.*

**6. Process When Boundaries Overlap**

a. *Locals will come together and reach consensus on procedure prior to taking any steps in the interview and endorsement process.*

b. *Interviewing will be done together, using all the criteria and procedures described above, including ethics standards.*

c. *If local chapters cannot reach consensus three weeks prior to a State Board meeting following the election filing date, the State will make the decision as to whom to endorse. BD 10/5/96*

**D. REVOCATION OF ENDORSEMENT**

1. *Endorsement of a candidate by the Board shall be withdrawn if the candidate demonstrates, by word or deed, a change in her support for the bottom line issues.*

2. *Endorsement of a candidate by the Board may be withdrawn if the candidate demonstrates, by word or deed, a change in her support for issues of concern to women.*

3. *Endorsement of a candidate by the Board may be withdrawn if association with the candidate becomes detrimental to the reputation of the organization. CONV. 4-2-06*

4. *Action to revoke endorsement of a candidate must be put on the agenda, and information supporting the revocation must be sent for evaluation by the Local Directors to the Board, prior to the meeting at which it will be considered.*

5. *In order to constitute an action to revoke when not on the meeting's agenda, two-thirds of the Directors present must vote to hear it, and information must be submitted in writing to the representatives in attendance.*

6. *A candidate or her appointed representative should be offered an opportunity to defend or*

*explain a position before a vote is taken.*

7. *A majority is necessary to revoke an endorsement.*
8. *If an endorsement is revoked, PAC will send a letter to the candidate explaining the action and informing the candidate that she can no longer use the name NWPC of California as an endorsee.*

#### **E. ENDORSEMENT OF ISSUES**

1. *The Board shall endorse stands on issues considered to be of significant concern to women.*
  - a. *Whenever issues are brought to the Board for endorsement, both sides must be presented or no vote to endorse can be taken.*
  - b. *An issue must be put on the agenda, and information on both sides must be submitted for evaluation by Board Directors, prior to the meeting at which it will be considered.*
  - c. *In order to consider any issue not on the meeting's agenda, two-thirds of the Board must vote to hear it, and positions must be submitted in writing to Directors in attendance.*
2. **Types of Issues**
  - a. *Ballot issues: it is the responsibility of the Issues Committee to gather data from whatever sources necessary to present both sides and make a recommendation to the Board.*
  - b. *General issues: it is the responsibility of the presenter to be sure that both sides of any issue are presented to the Board before a vote can be taken.*
  - c. *We shall not need to take this action with issues included in our statement of purpose.*
3. *A simple majority is sufficient for the issues we endorse. In order to receive funds, a stand must be endorsed by a two-thirds vote.*

CONV. 4-2-06

#### **F. ENDORSEMENT OF CANDIDATES FOR NATIONAL NWPC OFFICE**

*In order to receive the endorsement of the Board, a candidate for National NWPC office shall have:*

1. *Been an active member of the local caucus for at least one year.*
2. *Held a leadership position at the local or state level.*
3. *Received the endorsement of her local caucus.*

#### **G. ENDORSEMENT OF CANDIDATES FOR PARTISAN OFFICE**

1. *Consideration by the Board to endorse a candidate for office within the structure of a legally recognized political party in California shall be initiated by the recommendation of the party Task Force liaison.*
  - a. *The candidate must meet the criteria for endorsement set for other types of candidates in the State Endorsement Guidelines.*
  - b. *The action to endorse must be put on the agenda, and supporting information submitted for evaluation by Board Directors, prior to the meeting at which it will be considered.*
2. *In order to consider a partisan office endorsement not on the meeting's agenda, two-thirds of the Board must vote to hear it and information must be submitted in writing to directors in attendance.*
3. *To receive the endorsement of NWPC of California, the candidate must receive a majority vote of the Board. Money disbursements require a two-thirds vote of the Board.*

#### **H. EARLY ENDORSEMENT OF CANDIDATES**

1. *An early endorsement is one which occurs prior to the close of the formal filing period for the office being pursued.*
2. *Endorsement shall not be sought earlier than one year prior to the election.*
3. *This policy applies to all candidates seeking early endorsement whether or not said candidates have previously been endorsed by NWPC of California.*



4. *Candidate must meet the PAC criteria for a regular endorsement as specified in Section B of these State Endorsement Guidelines.*
5. *The candidate must be recommended by the pertinent local caucus(es). If there is more than one caucus in a district, full support is needed from all caucuses (or the non-endorsing caucus shall not block endorsement).*
6. *The candidate must have shown serious intent to run by filing the name of a campaign treasurer and campaign manager/coordinator.*
7. *Candidates receiving early endorsement generally will be considered for campaign contributions at the time all campaign contributions for a given election are made.*
8. *In cases where candidates are seeking early campaign funding, a candidate must provide a realistic campaign budget and specify how NWPC funds will be used.*
9. *PAC may distribute no more than 35% of the funds available in the PAC fund at the time of early endorsement.*

CONV. 4-2-06

#### **I. ENDORSEMENT OF CANDIDATES IN SPECIAL ELECTIONS**

1. *If filing for a special election had not closed prior to the last Board meeting held, and the special election is to be held prior to or less than two weeks following the next scheduled Board meeting, candidates for that office are eligible for endorsement under this policy.*
2. *Candidate must meet the PAC criteria for a regular endorsement as specified in Section B of these State Endorsement Guidelines.*
3. *The candidate must be recommended by the pertinent local caucus(es). If there is more than one caucus in a district, full support is needed from all caucuses (or the non-endorsing caucus shall not block endorsement).*
4. *The local caucus should contact the State VP/PAC immediately following local endorsement.*
5. *The State PAC Committee reviews the data presented, contacts the local caucus or the candidate for further information if necessary, and arrives at a recommendation for endorsement and/or campaign funding for the candidate.*
6. *The PAC VP will inform the State President of the PAC's recommendation.*
7. *If the recommendation is to endorse, or to endorse and fund the candidate, the State President will conduct a telephone vote among the State Officers. A simple majority of all officers is necessary for endorsement. The officers will determine the amount of funding, if any, depending on availability of funds in the Special Election Fund.*
8. *The State President and the State PAC Committee will work together to inform the Local President and the candidate of the action taken.*
9. *All Special Election endorsements will be reported to the Board no later than its next scheduled meeting.*
10. *The maximum amount of funds available for distribution to Special Election Candidates shall be determined by the Board at each Board meeting.*

*Adopted by State Board of Directors, February 7, 1982.*

*Amended and/or revised by Board of Directors: January 1984, November 1985, October 6, 1990, August 23, 1992, January 23-24, 1996, August 4, 1996, April 2, 2006*

**ENDORSEMENT CRITERIA CHECKLIST**

**INSTRUCTIONS:**

*For each item, determine whether it works in favor (positive impact) or against (negative impact) the candidate. At end of each section, add up the positive and negative results to determine outcome. Recommendations for endorsement and funding decisions should be based on the total positive rating.*

**A. VIABILITY OF CANDIDATE**

- 1. Incumbency or open seat
- 2. Name identification
- 3. District demographics
- 4. District party registration and voting trend in relation to candidate's party affiliation
- 5. Evidence of sufficient funding of campaign and candidate's fundraising ability
- 6. Major endorsements from key public officials, activists, organizations, community and business leaders
- 7. An organized, active campaign organization
- 8. Polling information on race

**B. FINANCIAL SUPPORT**

- 1. From other non-union PACS
- 2. Unions if key to race
- 3. Other politicians and political activists
- 4. District community and business leaders and activists

**C. MAJOR ENDORSEMENTS / SUPPORT**

- 1. General grassroots support in district
- 2. Support from district public officials, politicians
- 3. Support from other party politicians, activists
- 4. Support from community and business leaders and activists
- 5. Support from other women's organizations
- 6. Support from unions if key to the race
- 7. Support from other key district political and community organizations

**D. CAMPAIGN ORGANIZATION**

- 1. Hired experienced campaign manager
- 2. Paid vs. volunteer staff
- 3. Candidate's strategy for reaching the voters
- 4. Campaign budget (projected cost of race and amount of money raised or can be raised realistically by the candidate)

**Endorsement Only:**

**Endorsement and Funding:**

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Yes: \_\_\_\_\_

Amount \$ \_\_\_\_\_

*Adopted for use at state level by Board of Directors 1/20/90*

## **TARGETING PROCEDURES**

### **A. RATIONALE**

*Election of women candidates is the major function of NWPC of California. In order to facilitate this function, it is essential that the Political Action Committee develop guidelines and procedures for targeting candidates.*

### **B. STANDARDS FOR RECRUITMENT**

*Women selected for targeting must meet PAC criteria for NWPC-CA endorsement.*

### **C. TARGETING PROCEDURES**

1. *In order for the Political Action Committee to target a candidate, a complete report regarding the district or office shall be submitted by each local caucus to the PAC within six (6) months after each election. This report shall consist of the following:*
  - a. *A demographic analysis of all districts within the local's jurisdiction. (This portion of the report must be comprehensive in the initial report but may be merely updated in subsequent reports.)*
  - b. *A list of incumbents with the following information about each:*
    - (1) *Position held and length of term*
    - (2) *Date of next election*
    - (3) *Sex and race*
    - (4) *Position on NWPC issues*
    - (5) *Voting record*
    - (6) *Previous offices held*
    - (7) *Length of incumbency*
    - (8) *Margin of victory in last election*
    - (9) *Vulnerability*
    - (10) *Future plans*
    - (11) *Support system, individual and group*
  - c. *For each female incumbent who is a supporter of NWPC issues and who may be planning to run again, the report should include a list of possible challengers and as much of the information about each that is applicable from C.1.b. above, as well as the following information about the incumbent:*
    - (1) *The potential capacity of the local caucus for active involvement in the incumbent's next campaign*
    - (2) *The level of support the incumbent may need in the next campaign*
    - (3) *Her potential to be a candidate for a higher office*
  - d. *For each incumbent who is not a supporter of NWPC issues, the report should include a list of possible challengers and as much of the information about each as is applicable from #b.*
  - e. *For each possible female challenger listed in C.1.d. who is also a candidate for targeting by NWPC-CA, the report should also include the following:*
    - (1) *A biographical sketch*
    - (2) *The potential capacity of the local caucus for active involvement in the campaign.*
    - (3) *The level of support this candidate will need from NWPC-CA.*
2. *All reports should be prepared and submitted to the PAC by local caucuses; except where no caucus exists, the PAC shall be responsible for compiling this information. This shall include statewide campaigns.*

3. *The PAC shall compile a report from the information gathered, as follows:*
  - a. *The current status of the support for caucus positions on various issues in Congress and the state legislature*
  - b. *The potential for increasing that support in the next election*
  - c. *The potential for increasing the number of feminist women in Congress and the state legislature*
4. *The PAC shall also review and evaluate all information and shall develop a state plan which includes the targeting of particular districts in which the PAC believes NWPC-CA should become actively involved. This report and plan shall be submitted to the Board for consideration and approval.*
5. *No PAC member shall divulge any of the actions, discussions, or submissions of candidate information except upon authorization by the PAC or State President.*

*Adapted from "Recruiting and Targeting Guidelines" Draft #1 by Bobette Eckland,  
3/19/81, NWPC National Office.*

*Adopted by NWPC-CA Board of Directors on February 7, 1982.*

## **CONTRIBUTIONS TO CANDIDATES FOR FEDERAL OFFICE**

*This instructional paper on CANDIDATE EXPENDITURES was prepared for State and Local Caucuses on November 7, 1991, by Monica Mills, Political Director, NWPC. It clarifies how to handle raising money and allocating funds to candidates for office keeping the National Women's Political Caucus (state and local caucuses) in compliance with the Federal Election Laws. These guidelines are intended to help you start out legal and stay that way.*

### **A. CONTRIBUTIONS TO CANDIDATES FOR FEDERAL OFFICE**

*The National Women's Political Caucus makes contributions to candidates for federal office (U.S. Senate or U.S. Congress) via our PAC. The limit for a contribution is \$5,000 per election. Each of the following is considered an election:*

- *primary election*
- *general election*
- *runoff election*
- *special election*
- *party caucus/convention which has authority to select nominee*

### **B. CONTRIBUTIONS BY STATE AND LOCAL PACS**

*Local or state caucuses which have established a PAC are authorized to give money ONLY to candidates for state or local offices.*

***State and local caucuses with a PAC are NOT authorized to make contributions to candidates for federal office.***

*Local and state caucus PACs are connected to the NWPC according to the federal election laws. Therefore, a contribution made by a local or state caucus would go against NWPC's contribution limit. Additionally, because of NWPC bylaws, a state or local caucus may not become a federal PAC nor contribute its PAC funds to a separate federal PAC.*

### **C. HOW A STATE OR LOCAL CAUCUS CAN HELP A FEDERAL CANDIDATE**

*A local or state caucus may expend funds to communicate to its members its position regarding a candidate for federal office. Local and state caucuses may expend funds to encourage members to give money to a candidate for federal office.*

- ***HOWEVER, A STATE OR LOCAL CAUCUS MAY NOT FACILITATE THE MAKING OF A CONTRIBUTION TO A FEDERAL RACE.***
- *What does this mean?*
- *You may urge members to attend an event but you may not provide a bus to get people to the event.*
- *A local or state caucus may urge members to write checks to a candidate but it may not provide an envelope, stamp or means of getting the check (or checks) to the candidate.*
- *A local or state caucus may endorse a candidate and communicate that endorsement to its*
- *members, but may not hold a fundraiser for that candidate.*

**Checks for a U.S. Senate or a U.S. Congressional race should be made out and sent to the candidate by the person writing the check. Checks should not be routed to or collected by NWPC nor to the local caucus or state caucus or any of its agents.**

### **D. HOW NWPC CAN HELP THE LOCAL AND STATE CAUCUSES**

1. *In order for NWPC and the local caucus to keep track of the amount of money we are able to generate through our unique membership organization, we will provide a postcard that a state or local caucus may distribute to be sent along to the candidate with a check. The postcard will*

- alert the candidate that their check is submitted as a result of the local or state caucus's urging.*
- 2. An accounting form (I will provide one) should be completed and sent to the NWPC office in Washington, D.C. We will work closely with the candidate's financial office to match potential donors with those who actually have contributed to the campaign.*

#### ***E. CONCLUSION***

*These guidelines are not meant to throw a damper on the enthusiasm generated by the state or local caucuses, especially in California where there are two key federal races in 1992. It is important to keep in mind that we want NWPC and the local and state caucuses to stay in compliance with the federal election laws. Just as important, we want to make sure that the funds sent to a candidate are done so legally and that the candidate has no problems with the Federal Election Commission because of something we have done.*

*If you have any questions, please contact the State VP for Political Action.*

**NATIONAL WOMEN'S POLITICAL CAUCUS OF CALIFORNIA**  
**CANDIDATE QUESTIONNAIRE**  
**Revised January 2000**

*Directions: Please complete all sections of this questionnaire, using the form where possible and using attachments where necessary. Include samples of your campaign literature.*

Candidate Name \_\_\_\_\_

Home Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Office Sought \_\_\_\_\_

Date of Election (include primary, runoff dates) \_\_\_\_\_

Party Affiliation \_\_\_\_\_ Congressional District in which you reside \_\_\_\_\_

State Senatorial District in which you reside \_\_\_\_\_ State Assembly District in which you reside \_\_\_\_\_

Campaign Manager \_\_\_\_\_ Phone \_\_\_\_\_

Campaign Address \_\_\_\_\_

Campaign Phone \_\_\_\_\_ Fax \_\_\_\_\_

Campaign Email \_\_\_\_\_ Website \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone \_\_\_\_\_

Campaign Consultant \_\_\_\_\_ Political ID # \_\_\_\_\_

*The purpose of the National Women's Political Caucus of California, Inc. (NWPC-CA) is to increase women's participation in the political process and to identify, recruit, train and support women for election and appointment to public office. While in pursuit of this goal, NWPC-CA will strive to win equality for all women; to ensure reproductive freedom; to achieve quality dependent care; to eradicate violence and poverty; and to eliminate discrimination on the basis of sex, race, religion, age, physical limitations or sexual orientation.*

*If you support these goals and purposes and would publicize NWPC-CA endorsement if received, please complete and submit this application for consideration to the National Women's Political Caucus of California: NWPC- CA Vice President / Political Action - [www.nwpc.ca](http://www.nwpc.ca)*

**Please note: NWPC-CA does not endorse challengers to a previously NWPC-CA endorsed elected official seeking re-election unless the elected official has performed in conflict to our goals or is no longer a viable candidate.**

## **PART I**

We need gender equity in politics to guarantee that women's perspective is represented on all issues. However, NWPC-CA has a short list of issues it has prioritized as being of utmost importance for women.

### **A. EQUAL RIGHTS AMENDMENT (ERA)**

The Equal Rights Amendment states "Equality of rights under the law shall not be denied or abridged by the United States or any State on account of sex."

Will you actively support the spirit of the Equal Rights Amendment if elected?

Yes       No

### **B. REPRODUCTIVE RIGHTS**

In recent years, there has been an orchestrated effort to chip away at women's rights to reproductive choice by dividing the issue into sub-issues, including parental consent, late-term abortions, and public funding of family planning and abortion.

Do you unequivocally support women's rights to reproductive self-determination?

Yes       No

Do you oppose requirements that minors must notify their parents or obtain their consent prior to obtaining an abortion?

Yes       No

### **C. CHILD CARE**

Do you support expansion of child/dependent care facilities including government participation in funding?

Yes       No       Yes, with reservation (*please explain*)

### **D. ADDITIONAL KEY ISSUES**

Will you actively support legislation in the areas of rape, domestic violence, women's health, discrimination in the workplace, sexual harassment and other issues that have a profound and direct impact on women's ability to obtain equality?

Yes       No

## **PART II**

A candidacy is part ideals and part practicalities. This section addresses a candidate's electability.

### **A. What are your qualifications for this office?**



- B. What campaign experience and training have you had?**
- C. List major endorsements.**
- D. Where do you expect to get your main political, financial, and volunteer support?**
- E. What is your projected budget, how much have you raised to date, and how do you intend to raise the balance?**
- F. Describe your campaign organization (staff, consultants, volunteers):**
- G. Describe your campaign strategy: (mailers, forums, walking, phone banks, fundraisers, etc.)**

**H. List your opposition:**

Name	Occupation	Main Support	Political Background (Incumbent?)

**I. What is the demographic make-up of your district?**

**J. What is the political make-up of your district?**

**PART III**

Personal Background (Occupation, Education, Family, Community Involvement)

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACH CAMPAIGN LITERATURE**

## **CHAPTER 6: RESOLUTIONS**

### **A. PURPOSE**

*Resolutions are the heart of the State Convention because they establish a program for action, an NWPC-CA agenda for the next two years. Therefore, all resolutions must be consistent with the purposes of NWPC-CA as set forth in current bylaws.*

### **B. RESPONSIBILITY OF COMMITTEE**

*The Resolutions Committee is responsible for soliciting, screening, and recommending resolutions for action by delegates to the state convention. The Resolutions Committee is appointed by the State President. In soliciting resolutions, the Committee will define the recommended procedures and timetable for preparation, submittal and review of all proposed resolutions.*

### **C. CATEGORIES OF RESOLUTIONS**

#### **1. Courtesy or Commendation**

*Involving individuals or organizations*

#### **2. Non-Action Policy Statements**

*For public record on specific issues, NWPC-CA positions that do not commit the organization to a specific action strategy in the immediate future. These statements have no budget impact, but serve as a policy guide on issues for local caucuses in planning their own programs and priorities.*

#### **3. Action Resolutions**

*Policy statements that require specific program strategy and have budget implications within the next two fiscal years. These resolutions are intended to reflect priorities of the state organization and to provide policy guidance to local caucuses in the development of their program strategies.*

### **D. FORMAT AND REQUIREMENTS**

#### **1. Each proposed resolution shall include:**

- a. Title*
- b. A concise statement of the situation ("WHEREAS" clauses)*
- c. Precise action requested ("BE IT RESOLVED" clauses)*
- d. Estimated cost of the requested action*
- e. Name of caucus, task force, forum or workshop sponsoring resolution*
- f. Signature of individual proposing resolution*
- g. Contact person and location information*

#### **2. Each resolution is limited to one 82x11" page, double spaced, one side.**

#### **3. All proposed resolutions are to be submitted in the following format:**

- a. Statement of proposed resolution*
- b. Statement of the problem and need for the proposed resolution, in specific terms of its impact on women or on NWPC-CA*
- c. For Type 3, Action Resolutions: description of the program strategy, including the kinds and amounts of resources estimated. A rough line item budget must be included (e.g., staff, travel, printing, mailing, phone, consultants, etc.).*

### **E. REVIEW PROCESS**

#### **1. Acceptability of resolutions will be judged by the Committee as follows:**

- a. No resolution will be in conflict with the NWPC-CA Statement of Purpose, bylaws, or National resolutions.*

- b. *No resolution already passed by NWPC-CA will be accepted.*
- c. *The Committee will judge the ability of NWPC-CA to perform the action proposed, and may make alternative suggestions to the sponsor.*
2. ***Acceptable resolutions will be arranged in priority order by degree of importance, for presentation to the general session:***
  - 1 = high priority
  - 2 = medium priority
  - 3 = low priority

*The highest priority resolutions will be brought to the Plenary Session floor first, and remaining resolutions will be presented in descending order of priority.*
3. ***If the Committee denies a high priority rating to a resolution, the sponsor may appeal to the delegate body for consideration at the Plenary Session.***

#### **F. ACTION RESPONSIBILITY**

1. *After the convention, NWPC-CA office shall provide to each state officer, each local caucus president, California's representative to National, the resolution's sponsor, and any others as directed by convention delegates, a set of resolutions as adopted.*
2. *Additional follow-up shall be carried out as indicated in the resolution itself, with overall direction provided by the State President if not otherwise stated.*
3. *After a resolution is passed, the originator, no later than the next State Board meeting, will bring back a plan for implementation.*

*Resolutions Procedures adopted in 1976.  
Revised in 1983, 1986, and October 1990.*

# CHAPTER 7: OFFICERS, COMMITTEES & CONSULTANT DUTIES

## A. BOARD OF DIRECTORS

1. *Prior to incorporation in 1983, the NWPC-CA Board of Directors convened as the State Steering Committee. Since then, Board duties are based on corporate law and have been categorized into three functional groups: administrative, political, and financial.*
2. **Administrative Duties**
  - a. *Coordinate a program of community outreach to make membership in the NWPC-CA open to all people of any race, age, creed, national origin, economic status, color, religion, political affiliation, disability, or sexual preference.*
  - b. *Develop an Affirmative Action program to achieve fair representation of all persons.*
  - c. *Oversee and exercise control over the internal affairs of the organization, including the creation and dissolution of Standing and Ad Hoc Committees and Task Forces.*
  - d. *Develop all policies and procedures and instruct officers and staff on their implementation.*
  - e. *Bear the primary responsibility for credentialing local caucuses and for informing the local caucus of the credentialing of other local caucuses within its county.*
  - f. *Call an open, statewide convention to be held each even-numbered year. The purpose of the convention may include but not be limited to the formation of a political platform to be in effect until the next convention.*
  - g. *Inform the membership of all actions taken by the Board.*
  - h. *Supervise any use, other than for NWPC-CA purposes, of the confidential membership list and inform the membership accordingly.*
  - i. *Provide communication with the NWPC (National, and in other states).*
  - j. *Establish grievance procedures and arbitrate any disputes which cannot be settled at local caucus levels or at the Grievance Committee level.*
  - k. *Make a good faith effort to develop membership which reflects the registration of the political affiliation in a given local area.*
  - l. *Provide for statewide public relations material to be disseminated to the local caucuses.*
  - m. *Establish a special events bureau to assist local caucuses in fundraising.*
  - n. *Direct the publication of a statewide newsletter and be responsible for the publication of all statewide materials.*
3. **Political Duties**
  - a. *Provide the means to evaluate candidates for statewide office.*
  - b. *Be the vehicle through which NWPC-CA relates to the California Legislature.*
  - c. *Make policy recommendations to be submitted to the general membership for approval according to the following procedure:*
    - (1) *Majority vote within the local caucuses; and*
    - (2) *Affirmation by 2/3 of the local caucuses responding by the pre-announced deadline.*

*Exception: Where the policy or endorsement under consideration primarily concerns a local area in which there exists a local caucus, the Board shall abide by the recommendation of said local caucus. Furthermore, no action shall be taken by the Board until such time as the local caucus has had an opportunity to make a recommendation.*
4. **Financial Duties**
  - a. *Oversee development and establishment of an annual budget.*
  - b. *Allocate a portion of the funds needed for the expenses of the elected State Representative to National.*
  - c. *Coordinate with NWPC-National, the Vice President for Fundraising, and the local caucuses, all local, state and national fundraising events within the jurisdiction of NWPC-CA.*

**C. EXECUTIVE COMMITTEE**

1. *The Executive Committee is defined in Article IX, Section A of the Bylaws.*
2. *Carry out administrative and emergency business of the Board between regular meetings, by majority only, as follows:*
  - a. *Channel items to appropriate committees.*
  - b. *Coordinate and prepare agenda items.*
  - c. *Approve disbursement of emergency funds.*
3. *Disseminate information to local caucuses.*

BYLAWS 4-82

**D. STATE OFFICERS AND REGIONAL DIRECTORS**

*Note: A First Vice President is elected by the Board immediately following the election of all Vice Presidents, to serve as President when necessary due to absence or vacancy.* BD  
6/00

**1. President (Serves on the INC and WLF Boards and the PAC)**

- a. *Convene and preside over meetings of the Board of Directors.*
- b. *Serve as the official spokesperson for NWPC-California.*
- c. *Call and preside over meetings of the Executive Committee, as needed.*
- d. *Supervise the implementation by contracted agents and State Officers of programs, policies, and procedures established by the Board.*
- e. *Lead the NWPC-CA representatives at the National Board of Directors.*
- f. *Work with the California Governor's Office, the California Senate, the California Assembly and the National Office of NWPC in the development of an NWPC-CA Appointments Project.*
- g. *Vote only in case of a tie.*

BD 11-14-14

**2. Vice-President, Political Action**

- a. *Chair the Political Action Committee and direct efforts to gather all information needed for the committee to make recommendations to the Board of Directors on endorsement and funding of candidates.*
- b. *Contact Regional Directors and local chapters to obtain the necessary information to evaluate candidates from their area.*
- c. *Assume full responsibility for obtaining information for the Political Action Committee to evaluate candidates in non-caucus areas.*
- d. *Prepare PAC reports to the Board of Directors.*
- e. *Develop strategies for NWPC-CA to participate in statewide campaigns.*
- f. *With the assistance of the Regional Directors and local chapters, identify potential women candidates for election or appointments.*
- g. *Work with the President and Regional Directors and collaborate with other women's organizations, to increase the numbers of progressive pro-Choice women appointed to Boards and Commissions at all levels of government, and to executive positions and midterm vacancies in elective office as appropriate.*
  - (1) *Develop policies and processes for identifying and endorsing women candidates for appointments.*
  - (2) *Work with Regional Directors, local chapters and collaborating organizations on implementing appointments initiatives.*
- h. *To the extent feasible, develop and maintain a database that includes potential candidates*

*for election or appointment. Alternatively, join with other organizations in creating online appointments database.*

- i. Work with local caucuses to encourage funding and volunteers for endorsed candidates.*
  - j. Attend state and regional political meetings and collaborate with other progressive women's organizations to identify candidates for elective and appointed public office and to address policy relevant to our bottom line issues. BD 11-14-14*
- 3. Vice-President, Education & Training (serves only on WLF 501(c)(3) Board)**
- a. Chair an Education and Training Committee, with representatives of local Caucus chapters, and members of the communications and fundraising committees, to develop and promote educational, informational, and training programs of NWPC-CA and its local chapters.*
  - b. Develop and organize training and education programs to enhance the skills of NWPC members.*
  - c. Develops training materials, in cooperation with NWPC's National Office and Officers, for the use of local Caucus chapters, and for sale to Members and others.*
  - d. Proposes policy and standards for training curriculum and program effectiveness, for the approval of the WLF Board.*
  - e. Develop and organize training and educational programs, in partnership with other organizations, specifically designed to increase participation of young women and women of color in the political process. BD 11-14-14*

**E. Treasurer (serves on Inc. [501(c)(4)] and WLF [501 (c)(3)] Boards and the PAC)**

- 1. Shall be bonded.*
- 2. Shall serve on the Executive Committees, acting as their advisor.*
- 3. Shall be responsible for drawing up the projected INC and WLF budgets, in consultation with their Executive Committees.*
- 4. Oversee the collection of monies and disburse monies as authorized by the Boards of Directors.*
- 5. Maintain all account ledgers and bank accounts, and report quarterly to the respective Boards of Directors.*
- 6. File necessary reports to public agencies as required by law and send a copy to the President.*
- 7. Conduct training for local caucuses in non-profit and PAC account activities*
- 8. Maintain close contact with the President and Vice President, Political Action to ensure that contributions approved by the Board of Directors are made to the campaigns in a timely manner.*
- 9. Enforce the rule that requires each caucus remit to the State PAC Treasury the percentage of political fundraising produced by the Local Caucus as defined in Chapter 2. Paragraph M. and Paragraph G.4. BD 11-14-14*

**F. Recording Secretary**

- 1. Record and transcribe the minutes of Board meetings.*
- 2. Distribute minutes to designated participants within two weeks after the meeting*
- 3. Direct the Office Manager to send meeting notices and agendas to designated participants.*
- 4. Maintain permanent file of meeting minutes, forwarding to NWPC-CA Office at end of term. BD 11-14-14*

**G. Regional Directors (North, Central, and South)**

- 1. Assist the VP, Political Action in obtaining regional information to evaluate candidates from*

*their areas and to make recommendations to the Board of Directors on endorsement and funding of candidates.*

- 2. Advise the VP, Political Action in developing strategies for NWPC-CA participation in state-level campaigns.*
- 3. Assist the VP, Political Action and the local chapters in identifying potential candidates for election.*
- 4. Assist the VP, Political Action, and the President, on national and statewide appointments to Boards and Commissions.*
- 5. Assist VP, Political Action and the President in identifying possible involvement with special issue campaigns or specific policy proposals related to NWPC bottom line issues, including regional-level issues.*

*BD 11-14-14*

#### **H. STATE BOARD OF DIRECTORS REPRESENTATION**

- 1. Local caucuses elect a member to serve on the State Board of Directors as a representative from their local caucus. Members so elected become Directors of the corporation and their duties include:*
- 2. Report state activities to local, and vice versa.*
- 3. Vote at Board meeting as instructed by local, requesting time for "instructed vote" as needed.*
- 4. Help coordinate local caucus activities on behalf of state NWPC programs.*
- 5. Help local caucus meet credentialing requirements.*
- 6. Complete local caucus assignments on behalf of state NWPC.*
- 7. Coordinate local caucus involvement with state meetings and conventions, including delegates, committee assignments, hosting state meetings, etc.*

#### **I. NATIONAL BOARD REPRESENTATION**

*For information about election of National representatives, see Bylaws, Article VIII.*

- 1. In addition to the usual responsibilities commensurate with board of directors, represent the interests of NWPC-CA as related to the national organization.*
- 2. Report on National Board meetings and issues to the State Board of Directors.*

#### **J. BOARD COMMITTEES**

**BD 6/00**

- 1. In addition to the Political Action and Education and Training Committees, chaired by the respective Vice Presidents, NWPC-CA shall have three [3] Standing Committees, each of which many have subcommittees, and AD Hoc Committee, as directed by the Board. BD 11-14-14*

#### **K. POLITICAL ACTION COMMITTEE**

- 1. Under the direction of the Vice-President for Political Action and with the active participation of the three Regional Directors, other Committee members from local chapters, and any Californian members of the National Political Planning and Appointment Committee, reviews the political environment for current and future election cycles, recommends Board action targeting, endorsements, campaign activities, lobbying for appointments, and legislative or other party concerns based on NWPC bottom line issues.*
- 2. Recommends action to the Board or Executive Committee when short-term need arises.*
- 3. Monitors political situation in counties without local caucuses, acting for NWPC-CA in those areas, as necessary.*
- 4. Recommends appropriate changes in established policies and procedures for Caucus*



**5. EDUCATION AND TRAINING COMMITTEE**

- a. Under the direction of VP/Training, and with the active participation of other Committee members from local chapters, develops and promotes educational, informational and training programs of NWPC-CA, and its local chapters.*
- b. Develops and organizes training and education programs to enhance the skills of NWPC members.*
- c. Develops resources for educational and training programs, such as information on trainers, training materials, venues, potential sponsors, for the use of local Caucus chapters, and for sale to Members and others.*
- d. Develops partnerships with other organizations, specifically designed to increase the participation of young women and women of color in the political process.*
- e. Publicizes a calendar of upcoming educational and training opportunities of likely interest to NWPC-CA members.*

*BD 11-14-14*

**6. STANDING COMMITTEES**

*The Chairs of the Membership, Fundraising, and Communications committees shall be elected by the Board, as provided in Chapter 2, Section Q, and will each be entitled to one [1] vote on the Board. Each local Caucus will be invited to provide a representative to each standing committee. Beginning in January 2015, the following will be the Standing Committees of the Board.*

*BD 11-14-14*

**a. Membership**

- (1) Under the direction of an elected Chair, and the active participation of Committee members from local chapters and members of Fundraising, Communications and Education and Training committees, plans, organizes, and coordinates outreach efforts for membership retention and development.*
- (2) Exchanges ideas on methods of membership growth and retention, and promotes appropriate*
- (3) programs and policies including communications that will both keep members updated and extend NWPC-CA's visibility to the general public.*
- (4) Working with the Membership Administrator, reports quarterly to the Board on all NWPC*
- (5) membership issues and development programs in the state.*
- (6) Assists in the development of new local caucuses, with the help of neighboring chapters.*
- (7) Reviews for their adequacy and potential remedial action, annual Affirmative Action reports*
- (8) from local caucuses.*
- (9) Encourages the development of special-interest task forces or sub-committees to promote the*
- (10) promote the recruitment, training, and support to African American, Latina and Asian/Pacific*
- (11) Islander, Native American, Lesbian, Young Women, etc., candidates, and programs which*
- (12) promote their equality and political empowerment.*

*BD 11-14-14*

**b. Fundraising Committee**

*Under the direction of an elected Chair, the Fundraising Committee includes the active*

*participation of the President, Vice Presidents of PAC, Vice President of Education/Training, the Treasurer, member(s) of the Communications Committee, and local Caucus chapters.*

- (1) Develops, for the approval of the Board, an annual plan for raising funds for the INC, WLF, and PAC accounts, from all sources.*
  - (2) Works with the Education and Training Committee to create a calendar of educational/informational programs which will attract potential donors--corporate, private or other non-profit and advocacy groups.*
  - (3) Works with the PAC Committee to plan donor opportunities to fund appointment and other PAC programs.*
  - (4) With the Communications Committee, develops informative packages, with brochures and plans, for use with potential corporate, foundation and private donors.*
  - (5) Plans, organizes, and implements statewide fundraising events.*
  - (6) Aids and advises local caucuses in the development and production of local fundraising events, as needed, ensuring that the state receives its 25% share of any PAC fundraising event profits.*
  - (7) Provides quarterly reports to the Board on all NWPC fundraising activities in the state.*
- BD 11-14-14*

**c. *Communications Committee***

*Under the direction of an elected Chair, and with the active participation of Committee members from local chapters and members of the Political Action, Education/Training and Fundraising Committees, plans NWPC-CA's communications with its members and those outside to provide a voice for women's political equality and empowerment.*

- (1) Plans media relations, publicity, and communications outreach strategy, including:*
- (2) Design of the NWPC-CA website, content standards, and production of recurring, special, and seasonal items on the site.*
- (3) Creation of press releases and letters for the President, and develops templates of these and other documents as samples for local chapters' use.*
- (4) Development and maintenance of media list/database in major media markets.*
- (5) Obtaining local news and photos from local chapters for the state website, to be updated*
- (6) Creation and/or support of production of online newsletters and other regular communication on the website.*
- (7) Advises and trains the local caucuses on media relations and publicity BD 11-14-14*

## **7. AD HOC COMMITTEES**

*The following are recurring committees addressing the regularly-occurring convention and the election of NWPC-CA officers. Their duties are as follows.*

**a. *Elections Committee***

- (1) Working with Nominating Committee, plans election timetable and format.*
- (2) Conducts biennial election of officers as defined in Chapter 2.*

**b. *Nominations Committee***

- (1) Working with Elections Committee, plans election timetable and format.*
- (2) Conducts nominating process and reporting as defined in Chapter 2.*

**c. *State Convention Committee***

- (1) Takes lead responsibility for convention planning and implementation.*
- (2) Uses STATE CONVENTION PLANNING Resource Manual as guide.*

(3) Works closely with Executive Committee.

d. Other possible ad hoc committees, as the need arises.

The Board may create other ad hoc committees to address other, sometimes time-limited, issues and situations. In the past, these have included:

(1) Bylaws and Standing Rules

(2) Scholarship Committee

(3) Party Task Forces (Democratic and Republican)

(4) Young Women's Task Force

BD 11-14-14

## **L. STATE OFFICE MANAGER**

As a contracted agent and under the direction of the President, the Office Manager's basic duty is to staff the NWPC-CA Office and provide such support services as may be required by the Board. The Manager must be familiar with NWPC-CA bylaws and standing rules, policies and procedures. She must also be aware of the relationship and responsibilities at the national, state and local caucus levels.

### **1. Information & Referral Services**

a. Respond to requests from the public and caucus members: 800#, U.S. Mail, Facsimile, e-mail. Maintain the state caucus reference files, collect and file current records for ongoing archives, store subject files.

### **2. Board Meetings & Support**

a. Receive reservations and payments for costs and attendance at Board meetings. To the extent possible, prepare information packets for attendees.

b. Provide staff services as requested or directed by state officers.

c. Collect and maintain a complete set of current Board of Directors meeting minutes.

### **3. Local Caucus Credentials & Support**

a. Assist local caucuses to establish voting credentials initially, annually, and as otherwise required. Provide reference information and materials on state and national policies and activities.

### **4. State Roster**

a. Prepare, revise and distribute a roster of state officers, directors, local presidents, national representatives and alternates as needed.

### **5. State Handbooks**

a. Incorporate ongoing Board decisions into appropriate Handbook revisions, distribute to holders. Reissue/redistribute annually or as otherwise directed by Board.

### **6. Master Calendar**

a. Monitor and implement annual or other corporate requirements not required of elected officers.

### **7. Printing**

a. Arrange printing of membership brochures, letterhead/stationery supplies, business cards, etc.

### **8. Accounts Receivable**

a. Receive and deposit income to all state accounts (3 regular plus short-term account(s) such as for biennial convention), coordinating records with state treasurers for appropriate paper trails.

(1) Exception: Membership dues are routinely received and deposited by State Membership Administrator.

### **9. Other**

a. As may be defined by Executive Committee.

**M. STATE MEMBERSHIP ADMINISTRATOR**

*This independent contractor is responsible to transmit new and renewal memberships to National on a regular monthly basis, coordinating such transactions between individuals, local chapters, state and national levels. The membership administrator is the intermediary between national and local chapters and must understand and interpret membership policies, procedures and bylaws and ensure dues payments are accounted for. She collaborates with the NWPC-CA VP Membership for input as needed.*

**1. Database File**

- a. *Maintain a master list of members, former members, and others as requested.*
- b. *Update member records based on receipt of dues payments or other information from all sources.*

**2. Membership Credentials**

- a. *Count number of members in good standing for state and each local chapter, monthly.*
- b. *Notify state office immediately of any local caucus where membership falls below 20.*
- c. *Certify membership credentials status report for each State Board meeting, conference and convention.*

**3. Transmittal, State to National**

- a. *Receive membership reports and payments for annual dues from individuals and local chapters.*
- b. *Verify dues payments are in correct amount; issue refund or request additional payment if needed.*
- c. *Identify and solve problems re: duplication, erroneous expiration dates, etc.*
- d. *Transmit membership report to National, monthly, with payment via check obtained from treasurer.*
- e. *Communicate with individuals or local chapters as needed to answer questions or relay information.*

**4. Transmittal, National to State**

- a. *Receive monthly membership report from National for all state transactions.*
- b. *Verify payment is correct; follow through if not.*
- c. *Identify and solve problems re: duplication, erroneous expiration dates, etc.*
- d. *Transmit membership reports to locals, monthly, with payment via a rebate system.*
- e. *Communicate with individuals or national as needed to answer questions or relay information.*

**5. Accounts Receivable**

- a. *Receive and deposit membership dues payments to Inc. Account, coordinating records with Administrative Treasurer for appropriate paper trails.*
- b. *Process and account for all credit card payments to NWPC-CA (i.e., all treasury accounts) and notify the appropriate treasurers regularly.*

**6. Membership Renewal System**

- a. *Work with state, national and local caucuses to develop and implement improvements.*

**7. Mailing Labels**

- a. *Provide labels, mail or electronic files, for officers, local chapters, and/or endorsed candidates as requested.*

**8. Statistics**

- a. *Prepare monthly, quarterly and annual statistics of new and renewal memberships as well as income from dues contributions, for VP/Membership and Treasurer.*

**9. Reference Materials**

- a. *Develop, maintain, and distribute a Membership Handbook for local caucus membership officers' use.*
- b. *Provide guidance to local caucus officers as needed, ongoing.*

**10. NWPC-CA History Book**

- a. *Maintain existing supply, track locations placed.*

**11. NWPC-CA Archives**

- a. *Provide storage for state's historical files not needed at state office.*

**12. Other**

- a. *As may be defined.*

*BD 9/10/88 REV 2/97*

*Contracts have been written at various times for various services. The following example is provided FYI)*

(Sample)

Contract for Professional Services between  
National Women's Political Caucus of California (NWPC-CA) and [CONTRACTOR]

I

This agreement will become effective on [BEGIN DATE] and terminate on [END DATE] unless extended by a written agreement between the two parties.

II

[CONTRACTOR] agrees to supply NWPC-CA professional membership services. [CONTRACTOR] represents she has the qualifications and ability to perform these services in a professional manner, without the advice control or supervision of NWPC-CA. NWPC-CA retains only a general power of supervision, including the right to make suggestions or recommendations in pursuit of this endeavor, but [CONTRACTOR] shall be solely responsible for the professional performance of the membership services, and shall receive no assistance, direction or control from NWPC-CA. [CONTRACTOR] shall determine the method, details and means of performing the membership services.

III

[CONTRACTOR] agrees to present a written report detailing her efforts on behalf of NWPC-CA, and the result of those efforts, on a monthly basis. The report shall be submitted no later than the 10th of each month to NWPC-CA.

IV

NWPC-CA agrees to pay [CONTRACTOR] the sum of \$\_\_\_\_\_. per HOUR, beginning [DATE], for the duration of this agreement.

V

[CONTRACTOR] shall submit invoices to NWPC-CA in a timely manner for her professional expenses incurred in association with reference to membership. NWPC-CA will reimburse [CONTRACTOR] for expenses submitted within 30 days of the receipt of the invoices. All professional expenses in reference to membership submitted by [CONTRACTOR] shall fall within the budget approved yearly for the position. Any single expense to exceed \$250 shall be approved in advance by NWPC-CA.

VI

[CONTRACTOR] enters into this agreement as, and shall continue to be, an independent contractor. [CONTRACTOR] agrees to provide all desired health, disability and business liability insurance coverage at her expense, and in her name, as well as any licenses usual or necessary for performing the services of this contract. [CONTRACTOR] shall pay, when and as due, any and all taxes incurred as a result of her compensation, including estimated taxes, and shall provide NWPC-CA with proof of payment on demand. [CONTRACTOR] indemnifies NWPC-CA for any claims, losses, costs, fees, liabilities, damages or injuries suffered by NWPC-CA arising out of [CONTRACTOR]'s breach of this section. The parties agree NWPC-CA has no responsibility to provide any worker's compensation insurance coverage, disability insurance, vacation or sick pay during the term of this agreement.

VII

[CONTRACTOR] agrees to devote a minimum of \_\_\_hours per month to performance of the membership

services detailed in this agreement. Consistent with this requirement, [CONTRACTOR] may represent, perform services for, or be employed by any additional persons, or companies as [CONTRACTOR] sees fit.

VIII

NWPC-CA shall have the right to cancel this agreement immediately for cause. Under circumstances other than those for cause, NWPC-CA and [CONTRACTOR] agree to give two (2) weeks' notice of cancellation of this contract in writing. If the contract is terminated before the date specified in Article I, above, NWPC-CA agrees to pay for all professional efforts rendered by [CONTRACTOR] in reference to membership through the effective date of termination of this contract.

IX

[CONTRACTOR] agrees not to disclose, directly or indirectly, any confidential or proprietary information or data belonging to NWPC-CA either during or after the termination of this agreement, without prior written approval and consent of NWPC-CA. This prohibition applies to all confidential or proprietary information, whether or not it is in written or permanent form, except disclosure to the extent necessary to perform the services. On termination of [CONTRACTOR]'s services to NWPC-CA, or at the request of NWPC-CA before termination, [CONTRACTOR] shall deliver to NWPC-CA all material in her possession relating to membership. All material generated by [CONTRACTOR] during the term of this agreement in reference to membership is assigned to NWPC-CA as its sole and exclusive property. Confidential and proprietary information shall include membership information.

X

This agreement sets forth the entire agreement between NWPC-CA and [CONTRACTOR]. This agreement may be modified only by a written document, signed by both parties.

\_\_\_\_\_  
President, NWPC CA

\_\_\_\_\_  
Date

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Date

*(Note: other contracts have provided for a specific period of time and duration of services, a percentage of funds raised or a flat fee for a specific event, reimbursement of travel and office expenses, etc.)*

## **CHAPTER 8. BYLAWS AMENDMENT PROCEDURES**

### **A. Who Can Submit Changes**

*Individual caucus members, local caucuses, state task forces (e.g., political party or other), standing or special committees, or any combination thereof  
Bylaws/Standing Rules Committee (hereafter "Committee")*

### **B. Method of Submission**

- 1. Proposed bylaws amendments must be submitted in the prescribed format.*
- 2. A separate form must be used for each amendment being submitted.*
- 3. Proposed amendments must be submitted to the Chair of the Bylaws Committee six (6) weeks prior to the Board meeting or Convention at which a vote is scheduled. This shall enable submission of proposed changes to prospective voters one (1) month prior to the Board meeting or Convention at which the vote will be taken.*

### **C. Committee Review Process**

- 1. Committee will review proposed amendments, considering whether they:
  - a. meet these rules*
  - b. are legally consistent with present NWPC-CA bylaws, federal and state laws, etc.*
  - c. can be considered appropriately as a bylaws question*
  - d. are consistent with the NWPC-CA purpose as set forth in most current National bylaws*
  - e. are contextually compatible; i.e., avoid redundancy, etc.*
  - f. The Committee reserves the right to make editorial changes which do not affect the substance of the proposed amendment.**
- 2. One (1) month prior to the Board meeting or convention at which a vote will be taken, the Committee will distribute proposed amendments meeting the above criteria to those who will review and vote.*
- 3. Certification by the Committee will not necessarily imply agreement with the proposed amendment.*

### **D. Instructed Vote**

- 1. Local Directors will discuss proposed bylaws changes at a general membership meeting of the local caucus or whatever other decision-making process the local has adopted.*
- 2. Local caucus members will instruct the Local Director to State Board on their voting position.*

### **E. Method Of Presentation**

- 1. Naming the submitter(s), the Committee will present each amendment to the Board at its regular business meeting or to the delegates at the convention plenary session.*
- 2. The submitter or designee thereof will be given opportunity to speak on its behalf.*
- 3. All regular rules regarding debate, etc., will be followed with respect to consideration.*
- 4. Adoption of amendments will be by a majority of the Local Directors or convention delegates voting, a quorum being present.*

*Adopted by State Board of Directors, 10/21/89*



**BYLAWS AMENDMENT FORMAT**

*PLEASE FOLLOW THIS FORMAT AND USE SEPARATE SHEET FOR EACH PROPOSED CHANGE*

I propose to amend by adding, deleting, or substituting language for Article \_\_\_\_\_ Section \_\_\_\_\_ of the current NWPC-CA bylaws ( \_\_\_\_\_ edition), as follows:

**PRESENT TEXT READS AS FOLLOWS**

**AMENDED TEXT WOULD READ**

\_\_\_\_\_   
Date Submitted

\_\_\_\_\_   
Your Name

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Local Caucus: \_\_\_\_\_