

.1

NATIONAL WOMEN'S POLITICAL CAUCUS, ORANGE COUNTY CHAPTER  
BYLAWS

**ARTICLE I: NAME**

The name of this organization shall be the National Women's Political Caucus, Orange County Chapter (NWPC-OC). It is a local caucus-of the National Women's Political Caucus of California, Inc.

(NWPC State) and the National Women's Political Caucus, Inc. (NWPC National) .

**ARTICLE II: PURPOSE AND GOALS**

The purpose and goals of NWPC are to increase women's participation in the political process, to encourage, prepare and support women who support NWPC goals for elective office. NWPC is dedicated to the eradication of sexism, racism, anti-semitism, ageism, violence, poverty, discrimination against the disabled and discrimination on the basis of religion, and to ensuring reproductive freedom and the freedom of sexual orientation.

**ARTICLE III: MEMBERSHIP AND DUES**

Membership is open to any individual who subscribes to the stated purposes of the NWPC upon application and payment of dues. No one shall be denied membership or discriminated against because of ethnicity, sex, national origin, age, disability, economic status or sexual orientation. In cases of economic hardship, accommodations will be made in accordance with State and National policies.

**ARTICLE IV: STEERING COMMITTEE**

A Steering Committee will meet regularly to discuss Caucus policy and activities. The committee will consist of the President, Vice President(s), Secretary, Treasurer, Representative to the State Board of Directors and the chair (s) of each committee. All elected officers' terms shall be two years. All Steering Committee meetings will be open to any member to attend.

**A. DUTIES OF OFFICERS**

1. President

- a) Serve as the executive officer of this organization and preside at all meetings;
- b) Appoint committees to help implement the purpose of this organization;
- c) Be an ex-officio member of all committees except the Nominating Committee;
- d) Serve as official spokesperson of this organization.

2. Vice President

In the absence of the President, the Vice President shall serve as executive officer and shall otherwise assist the chapter in the performance of duties.

3. Secretary

- a) Record and transcribe all minutes of the steering committee and general membership meetings and make them available for publication at subsequent meetings;
- b) Handle all caucus correspondence not otherwise allocated.

4. Treasurer

- a) Collect and disburse of all monies of the caucus;
- b) Keep financial records, and submit regular reports to the steering committee and general membership;
- c) Forward NWPC State and NWPC National dues to NWPC State;
- d) Submit all required FPPC reports as required;
- e) Forward to NWPC State the required percentage of-local PAC fundraising events.

5. Representative to the State Board of Directors

- a) Attend state board meetings and reflect the majority opinion of NWPC-OC at such meetings;
  - b) To report to the steering committee and general membership of each board meeting;
- c) If unable to attend, alternate will represent caucus at state meeting.

B. NOMINATIONS AND ELECTIONS

1. The President shall appoint a three to five person nominating committee at least 60 days prior to the election.
2. The nominating committee shall present a slate of nominees to the membership at least 30 days prior to the election.
3. The election will be held at a general membership meeting and a simple majority of voting members present shall elect officers. Nominations may be made by the floor.
4. A minimum of thirty days membership is a prerequisite to voting in any election, on any issue or being elected to office.

C. REMOVAL OF OFFICERS

1. Elected officers may be removed from office for any of the following reasons:
  - a) Failure to attend three consecutive Steering Committee meetings without good cause;
  - b) Non-compliance with stated duties of the office.
2. Officers may be removed by a two-thirds vote of membership in attendance at a general meeting of this organization, provided that all current members have been notified at least fifteen days in advance of the motion for removal.

D. VACANCY

If there is a vacancy in the office of the President, the Vice President shall succeed as President. If a vacancy shall occur in any office other than President, the President with the approval of the Steering Committee shall appoint a member to fill the vacancy for the remainder of the term.

E. STANDING COMMITTEES

1. The chairs of standing committees shall be appointed by the President with the advice and consent of the steering committee.
2. Standing committees may include, but are not limited to affirmative action, legislative action, fundraising, membership, political action, finance and communications.

**ARTICLE V: MEMBERSHIP MEETINGS**

A general membership meeting shall be held at least quarterly. All meetings are open to anyone wishing to attend. A quorum shall consist of those members present and voting.

**ARTICLE VI: BYLAWS**

The bylaws may be amended at any general meeting of this caucus by a majority vote of those present and qualified to vote provided that the proposed amendment(s) has been submitted in writing and sent to all current members at least 15 days in advance of such meeting.

**ARTICLE VII: FISCAL YEAR**

The fiscal year of this caucus shall begin on January 1 and end on December 31 to conform to the fiscal year of NWPC State and National.

**ARTICLE VIII: PARLIAMENTARY AUTHORITY**

Except as otherwise provided by these bylaws, Roberts Rules of Order, Newly Revised or Alice Sturgis shall govern the proceedings of all NWPC-OC meetings.

**ARTICLE IX: DISSOLUTION**

This caucus may be dissolved only by a vote of the membership or by dissolution in accordance with the bylaws of NWPC State or National. On dissolution, funds shall go to NWPC State.

Adopted by National Women's Political Caucus of Orange County  
March 1996