

## **Democratic Women in Action**

**Revised By-Laws 2017**

### **ARTICLE I – GENERAL**

**Name: *Democratic Women in Action* referred to as *SFDWIA***

### **ARTICLE II - PURPOSE**

**Section 1. Mission: Serve, promote, advance and protect the interests of women, children and families (youth, foster children, related minors, dependent adults and seniors), working on the local and state levels in California.**

**Principle club activities include an endorsement process that asks democratic candidates to assess and state their records on the principle issue-- “What have you done and what will you do that serves the interests of women, children and families in San Francisco?” Candidates are invited to speak to the membership at our “Endorsement Evenings” which are held prior to national, state and local elections.**

**Other activities include public testimony at the Board of Supervisors, Budget Committee Hearings, and Commission on the Status of Women Meetings and informational meetings on current and relevant initiatives such as Family Friendly Workplace policies, human trafficking and Cities for CEDAW (UN Convention to Eliminate All forms of Discrimination Against Women).**

**DWIA will engage other activities as befits the organizational goals and objectives.**

**SFDWIA supports the Democratic Party goals and initiatives at the community (SFDCCC), state and national levels.**

### **ARTICLE III - MEMBERSHIP**

**Section 1. Membership is open to any person who supports the purpose of the organization, the principles of the San Francisco Democratic Party and is a registered Democrat living in SF.**

**Section 2. Members are considered active upon receipt of dues, and may vote as soon as 30 days after joining.**

## **ARTICLE IV – MEETINGS**

**Section 1. There shall be no less than four general membership meetings annually.**

**Section 2. Advance notice shall be given for all membership meetings.**

**Section 3. All SFDWIA Members are encouraged to participate in community meetings and legislative activities.**

**Section 4. Additional meetings are publicized as needed. The Chair and Vice-Chair along with the board may call for additional meetings.**

## **ARTICLE V - Leadership Roles and Responsibilities**

### **Section 1**

**The Board shall designate as executive officers of the organization:**

**Chair**

**First Vice-Chair**

**Secretary**

**Treasurer**

### **Section 2**

**Designated Board Leadership Roles - 2 year service (renewable on request and with approval of the Board of Directors). Roles are open to club members who are in good standing.**

**Board Chairperson - General Club Functioning- Determines Club Agenda working with Board Leaders and SFDCCC. Presides at monthly meetings working in concert with Vice Chair in Charge of Program.**

**Vice Chair in Charge of Program**

**Vice Chair in Charge of Communication**

**Vice Chair in Charge of Membership**

**Vice Chair in Charge of Political Action**

**Recording Secretary**

**Corresponding Secretary**

## **Treasurer**

### **Section 3. Responsibilities**

**The Board Chairperson is responsible for the general functioning of the club. She works with the Leadership to establish goals and identify opportunities.**

**Vice Chair in Charge of Program- Works with the Board and Members to identify significant and current issues and plans programs in accordance.**

**Vice Chair in Charge of Communication- Supports the Website organization and facilitates communication of significant information with members. Solicits feedback/input from members.**

**Vice-Chair in Charge of Membership- Maintains accurate records on members and recruits new members.**

**Vice Chair in Charge of Political Action- Informs the Board and membership about significant issues and opportunities for action related to DWIA goals.**

**Recording Secretary- Keeps and distributes accurate records of all meetings of the Membership and the Board of Directors meetings.**

**☐ Corresponding Secretary- Prepares and handles all correspondence in cooperation with the Chair on matters authorized by the Board, and sends out notices of all Membership and Board Meetings.**

**Treasurer-Has charge of all funds, keeps an accurate account for all receipts and disbursements, signs all checks after approval of expenditures, and reports at each regular meeting of the Board on the current status of the funds.**

**In the absence of the treasurer's signature any two of the officers may sign for funds.☐**

### **Section 4**

**Board of Directors Meetings.☐**

**a. The Board of Directors shall meet on a monthly basis, which is currently designated as the 3rd Monday of each month**

from 7 PM to 9 PM.

Special Board of Directors Meetings may be called by the chair or another member of the Board when there is time sensitive business to conduct.

**b. A quorum for a Board of Directors**

A majority of elected officers (at minimum) shall constitute a quorum.

When Board member is unable to attend, the member may delegate a proxy to vote on a specific issue. A Board member may also conference by telephone to the Board to vote on a specific issue.

**c. Any officer or director who misses three (3) consecutive meetings of the Board of Directors without explanation shall relinquish her/his position.**

**Article VI- Standing Committees**

- (a) Program**
- (b) Communication**
- (c) Membership**
- (d) Political Action**
- (e) Endorsement**
- (f) Policy**

**Section 1. The Board of Directors may create special committees.**

**Section 2. The Board Chairperson in consultation with the Board shall appoint the Chairs of the Standing Committees and Members of those Committees. It shall be the duty of each Chair of a Committee to report on the work accomplished by the committee.?**

**Article VII – Nominations and Elections**

**The board shall designate a date and time for election of officers and develop and present a slate of officers to vote on at a membership meeting.**

**The slate of officers shall be ratified by a majority vote.**

## **Article VIII- Dues**

**Section 1. Active members' annual dues as established by the vote of the membership shall be payable on July 1st of every year. Members joining during the year shall pay for the full year.**

## **Article IX- Endorsements**

**Section 1. Endorsements. Endorsements of candidates or ballot issues by this organization shall take place at a Regular Membership Meeting and shall require fifty-one per cent (51%) vote of the members present and voting for each office and issue. Upon recommendation of the Board, a subsequent ballot may be taken in an effort to obtain additional endorsements and only Democrats shall be endorsed for public office.**

**Section 2. Eligibility. Only those who become members at least thirty (30) days prior to the endorsement meeting shall be eligible to vote. Those who have paid dues for the previous year, but are not current with their dues shall be permitted to vote upon payment of current dues.**

**Section 3. Ballots. Ballots shall include a list of all candidates and issues, and the choices "No Endorsement" for candidates and "No Endorsement" for issues, which shall be counted in determining the total number of votes cast for that candidate or issue.**

**Section 5. Use of Name. Officers or members shall not use the name of the organization on behalf of any candidate or election issue that has not been endorsed by the organization.**

**Section 6. Procedure for Endorsement. When endorsement is sought on an issue or proposition outside of an election, it must first be reviewed by the Chair, and then presented to the Board for its approval. At that time the General Membership shall be notified of the position taken by the Board to hear information regarding a particular issue, but shall not have voting rights for approval.**

## **Article X- Lobbying Efforts**

**Section 1. The Political Action and Policy Committees, having collaborated on the identification of significant legislative issues that require advocacy action, shall advise the Chair and the**

**Board of their recommendations.**

**Section 2. All Members shall be encouraged to participate in advocacy efforts, which may include letter writing, meetings scheduled for issue information, meetings with members of elected and appointed offices and their aides or other activities to promote the legislation that DWIA endorses. Members acting as volunteer lobbyists are encouraged to share the outcome of their advocacy with the Board.**

#### **Article XI – Rules**

**The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall serve as a meeting guide.**