

**NATIONAL ORGANIZATION FOR WOMEN
LAKE NOW CHAPTER
BYLAWS**

ARTICLE I. Name

The name of this Chapter shall be Lake County Chapter of the National Organization for Women and shall be referred to, in other than legal matters, as LAKE NOW.

ARTICLE II. Purpose, Mission Statement and Affirmative Action

A. Purpose. NOW's purpose is to take action to bring women into full participation in the mainstream of American society exercising all privileges and responsibilities thereof in truly equal partnership with men. This purpose includes but is not limited to, equal rights and responsibilities in all aspects of citizenship, public service, employment, education and family life, and it includes freedom from discrimination because of race, ethnic origin, age, marital status, sexual preference/orientation, or parenthood.

B. Mission Statement. Lake NOW is a chapter of the non-partisan Florida and National Organization for Women (NOW) devoted to the continuing improvement of women's rights and freedom from discrimination. Consistent with the foregoing, it is Lake NOW's purpose to embrace members of all races, ages, gender and sexual orientation. *Lake NOW will focus on activities that advocate and advance the equal status of women and girls in all aspects of their lives through educational, legislative and political work, while adhering to the bylaws, policies and resolutions of the Florida and National Organization for Women.*

Our priority goals, include, but are not limited to:

- Addressing women's health issues and reproductive rights
- Stemming violence against women
- Improving and promoting diversity/ending racism
- Encouraging economic justice and labor rights.

C. Affirmative Action. The Chapter is committed to the inclusion of diverse voices and experiences, and to that end commits to affirmatively act to achieve a diverse membership and leadership. Specific goals and affirmative measures shall be outlined in the Chapter's operating rules.

ARTICLE III . Membership

Any person who subscribes to its purpose and who is a member of National NOW may be a member of the Lake County Chapter of NOW. A new member may join

NATIONAL NOW and the Chapter simultaneously upon the payment of dues. Membership ends upon one of the following events:

- Membership is declared inactivated by National NOW for non-payment of dues; or
- Membership is revoked by this Chapter for behavior demonstrating non-support of the Mission Statement. This revocation requires approval by a majority of members at a meeting at which there is a quorum. Voting rights of the member in question will be suspended pending the outcome of this vote.

ARTICLE IV. Policy

A. This Chapter shall be bound by the policy and bylaws of the National Organization for Women (NOW) and Florida NOW. When there is no established national/state policy, LAKE NOW may establish its own bylaws and/or policies on any subject directly related to its purpose and in an appropriate manner, as defined by the Board of Lake NOW and approved by its members.

B. All business conducted by the Board pertaining to finances or projects undertaken by the Lake NOW must be accurately and promptly reported to the general membership for information purposes. The Board shall be responsible for insuring the development and maintenance of a budget, which shall be approved by the membership at a regular or Annual Meeting.

C. The Board shall report routinely on the financial health of the organization at Board and Membership meetings. Administrative decisions will be approved by Board members, as appropriate. The general membership shall have the right to express ideas, recommendations, and concerns relating to the financial management of Lake NOW.

ARTICLE V. Meetings

A. The Chapter will hold a minimum of eight (8) Chapter meetings during the year, at such dates, times, and places as determined by the Chapter Board. One of these meetings, designated the "Annual Meeting," shall be the meeting at which election of officers shall take place.

B. Board meetings will be called as needed by the President or by a majority of the Board. Special Board meetings may be called by the President, as deemed necessary for the conduct of Chapter business. Closed sessions may be requested by any Board member to discuss sensitive issues.

C. A QUORUM shall be defined as follows: A quorum of twenty per cent (20%) of the members for General Membership meetings. The Board's quorum shall be three (3) officers.

ARTICLE VI. Dues

Dues and specifics relating thereto shall be set forth in the Operating Rules of the Chapter recognizing the standards and processes established by the National and State NOW organizations.

ARTICLE VII. Financial Reporting

- A. The fiscal year for Lake NOW shall be from January 1 through December 31.
- B. An annual budget shall be presented to the general membership in October of each year.
- C. A financial report shall be presented to the general membership at each Chapter meeting.

ARTICLE VIII. Officers/Board

- A. The officers shall be a President, Vice President, Membership Director, Treasurer and Secretary. The composition and duties of the Officers and Board of Directors shall be specified in the Operating Rules of the Chapter.
- B. The officers and board shall be elected annually at the Annual Meeting.

ARTICLE IX. Committees

Types of committees, their purpose, leadership, and membership shall be determined by the Operating Rules of the Chapter. Committee chairs are appointed by the President of the Chapter, with the advice and consent of the Board of Directors, for a one (1) year term.

ARTICLE X. Nominations

The nominating procedure shall be determined by the Operating Rules of the Chapter.

ARTICLE XI. Elections

Officers and board members must be elected by a majority vote or a majority of preferences counted in the final tally, if preferential voting is used. All members of the Chapter (who have been a member for more than sixty (60) days) are eligible to vote and members will be notified at least thirty (30) days in advance of the election by the procedure prescribed in the Operating Rules of the Chapter. Other specific provisions relative to elections are detailed in the Operating Rules of the Chapter.

ARTICLE XII. Delegates to the National Conference

Delegates and alternatives to the National Conferences shall be elected in the number, manner, and timing determined by the National NOW's Bylaws and National NOW's Credentials Committee. All Chapter members must be notified thirty (30) days in advance of this election. Further procedures for the election of delegates and alternates shall be detailed in the Lake NOW Operating Rules.

ARTICLE XIII. Grievance Procedure

The procedure for filing a grievance shall be specified in the operating rules of the Chapter.

ARTICLE XIV. Operating Rules of the Chapter

There shall be a set of "Operating Rules" for the Chapter which must detail the items referred to in these Bylaws and may contain any other operating rules determined by the Chapter. The Operating Rules must be accepted by a three-fifths (3/5) vote of the Chapter members present and voting, and must provide a method for amending the rules to give the membership advance written notice of an intended change, which shall require a three-fifths (3/5) vote of the members present and voting.

ARTICLE XV. Amendments

These Bylaws may be amended by three-fifths (3/5) vote at any meeting of the Chapter providing:

- The proposed amendment has been submitted by a chapter member or board member;
- The proposed amendment has been submitted to the president sixty (60) days in advance of the meeting; and
- The proposed amendment has been mailed (either by U.S. mail or electronically) to the members thirty (30) days in advance of the meeting; and/or published in an every-member publication thirty (30) days in advance of the meeting.

ARTICLE XVI. Supplemental Documentation

The Board and Committees may submit for approval documentation which assists them in the conduct of their business matters, such as Operating Rules, Strategic Planning documents, etc. Supplemental documentation must be submitted and approved by the Board to become official.

ARTICLE XVII. Parliamentary Procedure

The rules of parliamentary procedure comprised in the current edition of *Robert's Rules of Order Newly Revised* shall govern all proceedings of Lake NOW.

ARTICLE XVIII. Dissolution

The Chapter may be dissolved upon a two-thirds (2/3) vote of its members present and voting, after advance notice of no less than sixty (60) days to every member that dissolution of the Chapter will be considered at that meeting. Upon dissolution of the Chapter, the board and officers shall, after paying or making provisions for payment of all liabilities of the Chapter, remit all remaining assets to the state NOW organization, National NOW, or any local Chapter of NOW.

Date adopted: *October 16, 2013*