

**LAKE NOW CHAPTER
NATIONAL ORGANIZATION FOR WOMEN
OPERATING RULES**

Article I. Meetings

Chapter meetings shall be held at least ten (10) times a year, at such dates, times, and places as determined by the Chapter Board. A quorum of twenty per cent (20%) of the members shall be present for any chapter meeting, including at least a quorum of the Board.

Article II. Dues and Membership

- A. New members' dues shall be thirty-five dollars (\$35.00) or as established by the state organization. Reduced dues are available on a sliding scale. Renewing members' dues shall be determined by National NOW.
- B. All new Lake NOW members will complete an application form for the records and will be responsible for keeping NOW current with regard to any changes in contact information as they occur.

Article III. Officers and Board.

- A. The officers and their duties shall be:
 - 1. The President, who shall:
 - a. Be the principal spokesperson and administrator of the Chapter;
 - b. Manage the day-to-day affairs of the Chapter between Board and Chapter meetings;
 - c. Prepare agendas for and preside at all Board and Chapter meetings; and
 - d. Approve all disbursements from funds of Lake NOW before such disbursements are made by the Treasurer and shall be authorized to sign checks.
 - 2. The Vice-President, who shall:
 - a. Assist the President and shall chair meetings in the absence of the President;
 - b. Plan programs for Lake NOW, including special events, socials, and other activities; and
 - c. Sign (approve) the President's expense vouchers.

3. The Membership Director, who shall:
 - a. Coordinate efforts to gain new members and integrate them into Lake NOW activities; and
 - b. Maintain the Chapter membership list for Lake NOW mailings, providing a current list to the other Board members, as requested.

4. The Treasurer, who shall:
 - a. Maintain the Lake NOW financial records;
 - b. Deposit and disburse Chapter funds as authorized. Disburse funds only upon receipt of original bills and properly executed vouchers for disbursement requests up to fifty dollars (\$50.00). Collective disbursement requests totaling over one hundred (\$100.00) shall require approval by the President, or in the absence of the President, the Vice President may approve such disbursements. The Treasurer shall be authorized to sign checks;
 - c. Limit debit card expenditures to fifty dollars (\$50.00), which must be accompanied by an expense voucher for the records;
 - d. Make a monthly financial report to the Chapter;
 - e. Prepare an annual Budget and present it at the October General Membership Meeting for approval; and
 - f. Determine current Chapter membership in conjunction with the Membership Director of Lake NOW and with National NOW.

5. The Secretary, who shall:
 - a. Maintain records of all Lake NOW Board and Chapter meetings in chronological order and shall be the custodian of the records;
 - b. Attend to NOW correspondence;
 - c. Provide notices as required or requested by the Board of Directors; including notices of general meetings to the media; and
 - d. Generally perform all duties incident to the office of Secretary or which may be assigned by the Board of Directors.

6. The Immediate Past President, who shall:
 - a. Sit with the Board as an advisor;
 - b. Be entitled to vote at Board meetings; and
 - c. When necessary, act as chair of special events.

B. These officers shall constitute the Board of Directors. The Board shall meet at least eight (8) times a year. When deemed necessary by the President or a majority of the Board. Additional Board meetings may be scheduled.

C. Vacancies.

1. In the event of a vacancy in the office of President, the Vice-President shall assume the office of President for the unexpired portion of the term. Vacancies in other elected positions shall be filled by appointment by the Board as soon as possible after the vacancy occurs for the unexpired portion of the term.
2. An officer may be removed for the following reasons:
 - a. Non-performance of duties;
 - b. Actions contrary to purposes of NOW or injurious to the local/state/national organizations, or its members; or
 - c. Conviction of a felony or misdemeanor involving dishonesty or moral turpitude.
3. The Board must verify any recall petition submitted by a minimum of two-thirds (2/3) of the Chapter membership, each of whom must have been a member for a period of at least thirty (30) days prior to the date of the petition and an election shall be scheduled within sixty (60) days of the verification of the petition.
4. In the event it becomes necessary to remove an officer from office, a unanimous vote of the remaining officers shall be required. This vote shall be by written ballot. Such removal shall be ratified by two-thirds (2/3) of the quorum of the membership.

D Qualifications and terms of office and Annual Meeting.

1. All officers shall have been members of NOW for no less than one (1) year for the office of President, and six (6) months for all other offices, prior to the date of election. Each officer shall serve a one-year term, and no officer may serve more than two consecutive terms in the same office.
2. Officers' terms shall begin on the date of the Annual Meeting at which they are elected and shall serve until the next election.
3. Any person who is appointed to fill a vacancy or who assumes the office of president due to a vacancy shall be eligible to serve two (2) full consecutive terms in that office.

Article V. Committees

A. Ad Hoc Committees. The Board shall have the power to appoint committees for specific purposes and dissolve them when those purposes have been fulfilled. Chairs of ad hoc committees shall be members of the Chapter and shall be appointed by the Board.

B. Standing Committees. The Board shall have the power to appoint standing committees for the purpose of collaborative work on issues or administrative tasks. Chairs of said committees must be members of the Chapter and shall be appointed by the Board (or by the president with the consent of the Board) and shall serve at the pleasure of the Board.

The Board shall have the power to appoint committees for specific purposes and dissolve them when those purposes have been fulfilled. Chairs of said committees shall be members of the Chapter and shall be appointed by the Board. Each Committee shall have a sponsoring Board Member that is the conduit to and from the Board and general membership meetings. At a minimum, the following Standing Committees shall be established year-to-year:

1. MEMBERSHIP: The Membership committee is chaired by the Membership Director with the purpose of building, retaining and engaging Lake NOW membership in support of the principles of National NOW.
2. FINANCE: The Finance committee is chaired by the Treasurer with the purpose of managing the finances and budget of Lake NOW and such fundraising events that may be scheduled.
3. NOMINATING: The Nominating Committee is chaired by a non-Board member of Lake NOW as approved by Board. The committee's purpose is to find, encourage and recommend members of Lake NOW to be candidates for the Board.
4. BYLAWS: The Bylaws committee is chaired by a non-Board member of Lake NOW as approved by the general membership. The committee's purpose is to:
 - A. Review and manage any requested changes to the Lake NOW Bylaws or Operating Rules per the requirements established in the Operating Rules.
 - B. Be knowledgeable in the area of the National Bylaws and Policies; the State Bylaws, Operating Rules and Policies; and the Lake NOW Bylaws, Operating Rules and Policies.
 - C. Serve in an advisory role to the Board of Directors and general membership regarding the interpretation and any discrepancies between the National, State and Lake NOW organizations.

5. COMMUNICATIONS/PUBLIC VISIBILITY:

- A. Technology: Examine all technological opportunities, such as internet, e-mail, websites, social media and more, to ensure Lake NOW is capitalizing on all available technologies.
- B. Public Visibility: Develop information such as tri-fold pamphlets, advertising, etc., for distribution in the community to ensure public awareness of Lake NOW and its Mission Statement. Join with other agencies or organizations to develop networking opportunities, as well as contact local colleges, places of worship, and non-profits.
- C. Writers: Draft letters to newspapers, legislators, local governmental entities, etc. Create a scrapbook to record Lake NOW activities, press releases and other historical documents.
- D. Telephone Outreach: Aid other committees and officers when networking by telephone is requested.

6. LEGISLATIVE COMMITTEE: Track legislative issues, bills and amendments and report to the membership.

7. ACTION COMMITTEE: Organize rallies, protests, and other activities in order to publicize support or opposition to current issues.

8. STRATEGIC PLANNING: Organize, develop, implement, and monitor the Strategic Plan of Lake NOW. This committee shall coordinate to ensure proper training and education on Strategic Planning and the philosophy of it. This committee shall report to the President of Lake NOW. At the President's request, the Strategic Planning Committee shall report to the membership on the status of the Plan (accomplishments, amendments, etc).

Article VI. Nominations

1. The Chapter Board shall approve a Nominating Committee, which shall be chaired by a non-Board member of Lake NOW. The Committee's purpose shall be to find, encourage and recommend members of Lake NOW to be candidates for the Board. The members of this committee may not be a candidate for the Board.

2. The Nominating Committee shall be by appointment at least ninety (90) days prior to the Annual Meeting. The Nominating committee shall solicit nominations for offices from the entire membership beginning at least sixty (60) days prior to the annual meeting.
3. At least thirty (30) days prior to the Annual Meeting, the names of those persons who have been nominated shall be distributed to each Chapter member with a notice of the date, time and place of the Annual Meeting. The above notice shall be prepared by the Secretary who shall send the notice to the membership. Such notice shall be delivered to the membership by electronic mail, to those members with an e-mail address, and by U.S. mail to those members without an e-mail address.
4. Nominations may be made from the floor at the Annual Meeting.

Article VII. Elections

1. The election of officers shall take place at the Annual Meeting. Lake NOW's Annual Meeting shall be in February, unless uncontrollable circumstances require it to occur at a later date; but in no event shall the Annual Meeting occur later than March 31st. All members must receive at least thirty (30) day's notice of the Annual Meeting at which elections will be held.
2. Elections shall be conducted by the Nominating Committee. Preferential balloting shall be used if more than two persons are running for the same office.

Article VIII. Delegates to the National Conference

1. Any member of the Chapter who qualifies for election as a delegate/alternate to the National Conference shall be eligible to run for election. If the Chapter is unable to fill all of its allotted delegate slots with Chapter members, any eligible member of NOW may be elected.
2. All Chapter members are eligible to vote. There shall be separate ballots for delegate and alternate. Each member may cast as many ballots as there are delegate and alternate slots to be filled.
3. Notice of the election of delegates and alternates shall be given as far in advance as possible. All nominations shall be from the floor. The President shall appoint at least two (2) non-candidates to conduct nominations and elections.

Article IX. Grievance Procedure

In the event of a grievance involving the violation of a specific NOW policy or bylaw, each side to the controversy will designate one arbitrator and these two arbitrators will select a third arbitrator. Any person who has a conflict of interest may not serve as an arbitrator. The arbitrators, acting as a grievance committee, will conduct a private hearing on the matter at which both sides to the controversy may present their case. The arbitrators shall endeavor to resolve disputes to the mutual satisfaction of the parties, but if they are unable to do so, the majority's decision becomes the decision of the grievance committee. If a party is dissatisfied with the decision, they may utilize the state NOW grievance procedure.

Disputes involving money must be addressed confidentially. Further, the grievance committee has the power to request that results of any grievance be kept confidential.

Article X. Amendments to Operating Rules

A. These operating rules may be amended provided that such amendments are proposed by the Board or by any five (5) Chapter members. Written notice of proposed amendments must be given to all Chapter members at least thirty (30) days prior to the meeting at which the proposed amendment is to be voted on.

B. Amendments to these Operating Rules must be approved by three-fifths (3/5) of those members present and voting.

Article XI. Affirmative Action and Diversity Outreach

To realize fully our Mission Statement, it is Lake NOW's goal to actively foster diversity and cultural inclusion for membership, participation, and leadership of a diversity that reflects the community and our issue work. In order to reach such goals, Lake NOW will work towards increasing awareness of Lake NOW in the community by:

- Contacting and collaborating with other like-minded organizations interested in addressing diversity and/or affirmative action;
- Developing programs appealing to all women and men who are interested in furthering NOW's mission statement seeking economic justice, addressing women's health issues and reproductive rights, and ending domestic violence.

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