

CALIFORNIA ELECTED WOMEN'S ASSOCIATION
FOR EDUCATION AND RESEARCH

BYLAWS

ARTICLE I NAME

The name of this organization shall be the "California Elected Women's Association for Education and Research", hereafter referred to as the "Association".

ARTICLE II PURPOSES AND POLICIES

Section 1. Purposes - The purposes of the Association are to promote the participation of women in public affairs, to encourage women to seek elective office, to afford a forum for women elected officials to address appropriate issues, to stimulate discussion of public issues as they relate to women, to stimulate research on women and their role in and impact on government, to provide a clearinghouse for information on public issues and to further the education of women and the public at large as to public issues.

Section 2. Restrictions - The Association will not, at any time, make any endorsements. *Candidates or issues.*

Section 3. Acceptance of Grants and Contracts - The Association may apply for and accept and utilize grants, contracts and any other assistance, financial or otherwise, from any unit of government, either local, state or federal, or other public or private sources; enter into and carry out contracts or agreements in connection with such assistance; and include in any contract for assistance such conditions required pursuant to law, as the Executive Committee may deem reasonable and appropriate.

ARTICLE III MEMBERSHIP

Section 1. Types of Membership - There shall be five categories of membership: voting, associate, affiliate, sponsors and honorary. It shall be the responsibility of the Executive Committee to modify or establish any forms of membership deemed appropriate.

- a) Voting - Any woman currently holding public elective office in the State of California shall be eligible for voting membership in the Association.
- b) Associate - Any individual without restriction to sex or the holding of elective public office shall be eligible for associate membership in the Association.
- c) Affiliate - Any organization, public or private, shall be eligible for affiliate membership in the Association.
- d) Sponsors - Any organization, public or private, or any individual or collection of individuals seeking to make a substantial contribution to the fulfillment of the goals of the Association shall be eligible to be sponsors.
- e) Honorary - Any person who has, in the opinion of the Executive Committee, rendered conspicuous service to the advancement of the purposes of the Association may be granted by said Committee an honorary membership in the Association.

Section 2. Privileges of Membership

- a) Vote - Each voting member shall have one vote in the election of officers and all other matters submitted to a vote of the Association as a whole.

Section 2. Privileges of Membership (continued)

- b) Local chapters - Voting members may convene at their discretion to carry out activities consistent with the Bylaws of the Association.
- c) Services - Each member shall be entitled to receive all the services offered by the Association on the same basis as any other member.
- d) Dues - It shall be the responsibility of the Executive Committee to establish and, as appropriate, revise an equitable dues structure. Voting members shall maintain full rights under that classification for the period commensurate with their dues payment, regardless of their maintaining elective public office, not to exceed one year.

Dues shall be payable annually, on the first day of the anniversary month of the member's joining the Association.

ARTICLE IV OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Officers - The Officers of the Association shall be a President, a First Vice-President, a Second Vice-President and a Secretary-Treasurer.

Section 2. Executive Committee - There shall be an Executive Committee composed of the Officers and five other members.

Section 3. Terms, Vacancies, Eligibility - All Officers and members of the Executive Committee shall be elected by the voting members and shall hold office from the time of their election until the next Annual Meeting and until their successors are chosen and qualify. If any Officer or member of the Executive Committee shall cease to be an elected public official, she shall continue in her position with the Association until the next Annual Meeting. No person shall serve more than two terms in any one elected position.

Provision shall be made by the Executive Committee to fill vacated positions.

Only voting members may hold elected positions as Officers or Executive Committee members.

Section 4. Duties of Officers

- a) President - The President shall be the presiding officer at all meetings of the Association and of the Executive Committee. She shall appoint all committees authorized by the Association, subject to the approval of the Executive Committee.
- b) First Vice-President - In the absence or inability of the President, the First Vice-President shall perform her duties. In addition, the First Vice-President shall perform such other duties as are delegated to her by the President and the Executive Committee.
- c) Second Vice-President - In the absence or inability of the President and the First Vice-President, the Second Vice-President shall perform their duties. In addition, the Second Vice-President shall perform such other duties as are delegated to her by the President and the Executive Committee.
- d) Secretary-Treasurer - The Secretary-Treasurer shall be responsible for all matters of communication and finance. She shall perform such other duties as are delegated to her by the President and Executive Committee.

Section 5. Duties of the Executive Committee - The Executive Committee shall be responsible for the general management of the affairs of the Association. Any actions taken by it shall be effective as action taken by the Association, provided, however, that the Association's voting membership may disapprove any action taken by the Executive Committee or establish future policy for it to follow. An account of its actions between all meetings shall be available for inspection of the voting membership at each meeting of the Association.

The Executive Committee shall employ an Executive Director and shall supervise such person's activities. It shall have the power to fill any vacancies in any office or in its membership. It shall adopt an annual budget for the Association and shall report that budget to the Annual Meeting, and shall set up orderly procedures and supervise the expenditures of the Association by the Executive Director. It shall determine all appropriate scheduling of meetings. It shall be responsible for the initiation and coordination of fund raising activities. The Executive Committee may establish any committees necessary to carry out the work of the Association.

Section 6. Removal - An Officer of the Association may be removed at any time by a majority of the membership.

Section 7. Compensation - Association officials and members shall not receive any compensation for their services as such, but by resolution of the Executive Committee shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties as appropriate.

ARTICLE V EXECUTIVE DIRECTOR

The Executive Director shall conduct all the affairs of the Association under the direction and supervision of the Executive Committee. Such person may act as treasurer and secretary of the Association and may be responsible for the disbursement of funds. Such person, at the Association's expense, shall be bonded. The Executive Director shall render an account of the activities of the Association monthly to the Executive Committee, at the Annual Meeting to the Officers and Executive Committee and the Association, and upon request of any of them. The Executive Director shall assist local chapters as appropriate.

ARTICLE VI MEETINGS

Section 1. Annual Meeting - There shall be an Annual Meeting of the Association between April 15 and May 15 at a place to be determined by the Executive Committee. Any business may be transacted at such meeting, in addition to the agenda established by the Executive Committee.

Section 2. Regular Meetings - The Association may vote to establish regular meetings, which shall be held periodically or on stated days over a given period. Any business may be transacted at such meeting without specific reference thereof in the notice of said meeting.

Section 3. Special Meeting - Special meetings of the Association shall be called by the Executive Director upon request of the President or a majority of the Executive Committee. Only such business stated in the notice, and related matters, shall be transacted at said meeting.

Section 4. Executive Committee Meetings - The Executive Committee may establish a schedule for its meetings for the year. Special meetings may be called by the President or a majority of the Executive Committee.

ARTICLE VI MEETINGS (continued)

- Section 5. Notice of Meetings - Notice of all meetings shall be given to the members in writing at least ten working days before such meeting.
- Section 6. Quorum - For all Association meetings, except the Executive Committee, the members present will constitute a quorum.
- Section 7. Vote Necessary to Take Action - At any meeting of the Association, a plurality vote of those present and voting shall be necessary to elect any officer and a majority vote of those present and voting shall decide any other matter.

ARTICLE VII NOMINATIONS AND ELECTIONS

At least 45 days before the Annual Meeting, the Executive Committee shall appoint a Nominating Committee composed of five voting members. The Nominating Committee shall submit a slate to the membership with the notice of the Annual Meeting.

Nominations for any office may also be made by the voting membership at the Annual Meeting. The person or persons receiving a plurality of votes for any office at that Annual Meeting shall be declared elected.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in Sturgis' Standard Code of Parliamentary Procedure shall govern the Association wherever they are applicable and not inconsistent with these Bylaws.

ARTICLE IX AMENDMENTS

Amendments may be proposed by any member of the Association or the Executive Committee, provided such proposed changes are submitted to each voting member at least ten working days before the meeting at which such a proposal shall be considered. Amendments proposed and considered at such a duly notified meeting shall be adopted by a majority vote of those present and voting.