

## Oregon NOW Bylaws

Established March 1, 2012, amended March 12, 2013, amended March 8, 2014, amended February 28, 2015, amended April 9, 2017, amended April 15, 2018, amended May 22, 2021

### Article I. Name.

The name of the organization shall be the Oregon Chapter of NOW.

**Name.** Your chapter name must comply with NOW's policy on naming chapters, and be approved by your state president or your state's council when you apply as a convening chapter. This policy, and state approval also are required if you decide to change your chapter's name.

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### Article II. Purpose.

NOW's purpose is to take action to bring women into full participation in the mainstream of American society now, 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 orientation, gender identity or parenthood.

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### Article II(a) Intersectionality

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. All members of the Board shall embody and perform their duties using an intersectional analysis that enables each of us to recognize the fact that perceived group membership can make people vulnerable to various forms of bias and because we are simultaneously members of many groups our complex identities can shape the specific way we each experience that bias. As a result, an intersectional approach goes beyond conventional analysis in order to focus our attention on injuries that we otherwise might not recognize. Intersectionality is thus a critical lens for bringing awareness and capacity to the social justice movement in order to expand and deepen its interventions in order to capture the interactive effects of race, ethnicity, gender identity, sexuality, socio-economic status, etc.

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### Article III. Membership

Any person who subscribes to its purpose and who is a member of National NOW may be a member of the Oregon Chapter of NOW. A new member may join National NOW and the chapter simultaneously upon payment of dues.

### Article IV. Policy

The Chapter shall be bound by the National NOW bylaws and policy.

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Article V. Meetings

The Chapter shall hold at least four membership meetings each year. One of these meetings, designated the annual meeting, shall be the meeting at which election of officers shall take place. All members must receive at least 30 days notice of the annual meeting at which elections will be held. Additional requirements regarding the number of types of meetings, and notice for those meetings, shall be contained in the operating rules of the Chapter.

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Article VI. Dues

Section 1. Dues and specifics relating thereto shall be set forth in the operating rules of the Chapter and shall correspond to those of National NOW.

Section 2. The fiscal year shall be January 1 to December 31.

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Article VII. Officers/Board

Section 1. The officers shall be a President and a Treasurer and such other officers and board members as may be determined by the operating rules. The composition and duties of the Board of Directors shall be specified in the operating rules of the Chapter.

Section 2. The officers and board shall be elected at the annual meeting. The time and date of the annual meeting shall be set forth in the operating rules of the Chapter.

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Article VIII. Committees

Type 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 year term.

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Article IX. Nominations

The nominating procedure shall be determined by the operating rules of Chapter.

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Article X. 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 90 days, are eligible to vote and all members must be notified at least 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.

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Article XI. Grievance Procedure

There must be a grievance procedure specified in the operating rules of the Chapter.

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Article XII. 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 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 and requires a 3/5 vote of the members present and voting.

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Article XIII. Amendments

These bylaws may be amended by a 2/3 vote at any meeting of the Chapter providing:

- The proposed amendment has been submitted to the president 60 days in advance of the meeting.
- The proposed amendment has been posted to the Chapter website at least 30 days in advance of the meeting.

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Article XIV. Dissolution

The Chapter may be dissolved upon a 2/3 vote of its members present and voting, after advance notice of no less than 30 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.

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Date adopted: \_\_\_\_\_

# ***Operating Rules***

## Article I. Meetings

Chapter meetings shall be held at least 4 times a year, at such dates, times, and places as determined by the Chapter board. Any number present shall constitute a quorum if 5 or more board members, including at least one officer, are present. \_\_\_\_\_

## Article II. Dues

New members' dues shall be \$40.00 or as changed by the state organization. Reduced dues are available on a sliding scale beginning at (\$10.00 or \$15.00). Renewing members' dues shall be determined by National NOW. \_\_\_\_\_

## Article III. Officers and Board.

### A. The officers and their duties shall be:

1. The President, who shall be the principal spokesperson and administrator of the Chapter and manage the day-to-day affairs of the Chapter between board and Chapter meetings. The president shall preside at all board and Chapter meetings.

2. The Vice-President, who shall assist the president and shall chair meetings in the absence of the president. Additional Vice Presidents may be included.

3. The Secretary, who shall take and retain the minutes of both board and Chapter meetings and attend to general Chapter correspondence.

4. The Treasurer, who shall receive all funds of the Chapter and shall deposit them in such bank as may be designated by the board, and who shall disburse the funds by check in accordance with the budget or vote of the membership, and who shall make regular written reports to the board and membership.

B. These officers, one delegate from each member chapter, and no more than six at-large board members in positions designated 1 through 6 for purposes of tracking and staggering terms, shall constitute the board. The board shall meet at least 4 times a year. The president or a majority of the board may call board meetings. These meetings may take place online or by conference call.

1. Each member chapter shall be entitled to appoint 1 delegate to the board. The chapter board delegate is responsible for presenting chapter views to the state board and communicating board decisions to his/her/their chapter.

2. A member chapter delegate must be a member in good standing of an Oregon NOW member chapter who has been elected or appointed by that member chapter in accordance with that chapter's own procedures for nominating and electing or appointing board delegates.

C. Vacancies. In the event of a vacancy in the office of president, one of the vice-presidents shall assume the office of president, to be determined by an election of membership, with 30 days notice

given of this election. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs.

D. Qualifications and terms of office.

1. All officers and board members shall have been members of NOW for 90 days prior to election.

2. An individual nominated and elected as President shall have a) held a Chapter or Oregon NOW elected office for no less than one year, or served as Chair of an Oregon NOW committee for no less than one year and b) attended at least four Oregon NOW board meetings in the previous five years.

3. No person may hold two officer positions concurrently.

4. Newly elected officers shall take office 30 days after election results are finalized.

5. The term of office for all officers shall be two (2) years and all directors shall serve until expiration of the term for which elected or appointed. Terms shall be staggered such that the President, Treasurer, and at-large board members in positions 2, 4, and 6 will be elected in even-numbered years. The Vice-President, Secretary, and at-large board members in positions 1, 3, and 5 will be elected in odd-numbered years. In 2018, the Vice-President, Secretary, and at-large board members in positions 1, 3, and 5 will be elected for a one-year extension as a one-time adjustment to begin staggering terms. Officers shall serve no more than two (2) consecutive two-year terms in the same office, but may then serve two more consecutive two-year terms in a different office. There shall be no limit on the number of terms a chapter delegate or at-large board member may serve.

6. 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 full consecutive terms in that office.

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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.

1. 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]. Committee chairs serve for a 1-year term (and are members of the board ex officio).

2. Standing committees may include but are not limited to: Mobilizing, Policy, Membership/fundraising, Events, Elections/endorsements, and Issue Committees.

a. The board may establish Issue Committees, which could be established for each of NOW's core issues or other issues deemed relevant.

b. Committee members will be made up of State Board Members and other NOW members and non-members.

c. It is expected that each State Board Member will serve on at least one standing committees.

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Article VI. Nominations

The Chapter board shall approve an election committee at least ninety (90) days prior to the annual meeting. The election committee shall solicit nominations for offices from the entire membership beginning at least sixty (60) days prior to the annual meeting. At least thirty (30) days before the annual meeting, the names of those persons who have been nominated [and a candidate statement of up to 300 words] shall be made available to members via the chapter website and email list with a notice of the date, time and place of the annual meeting. Nominations may be made from the floor at the annual meeting.

However, in the event of circumstances (national disaster, pandemic, cyber disruption or other emergency conditions) which preclude meeting in person, so that the annual election must be conducted electronically, there shall be no right to nominations from the floor at such cannula meeting. If the electronic voting system has provision for Write-in candidates, that option may be utilized instead.

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- A. The election of officers shall take place every year at the annual meeting.
- B. Elections shall be conducted by the Elections Committee. Preferential balloting shall be used if more than two persons are running for the same office.

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#### Article VII. 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.

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#### Article IX. 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 before the meeting at which the proposed amendment is to be voted on.
- B. Amendments to these Operating Rules must be approved by 3/5 of those members present and voting.

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#### Article X. Affirmative Action and Diversity Outreach

The chapter's affirmative action and diversity outreach plan shall consist of the following (this is an example of a plan):

The chapter shall maintain current demographic information about the area in which we are located.

- The chapter shall conduct

- at least 1 workshops or sessions per year devoted to general diversity and/or coalition building work
- have a standing committee which directs this activity as well as other work and outreach
- The chapter will have the following procedures in place for outreach:
  - membership in coalitions dedicated to community diversity
  - urge diverse membership in coalitions with which we work
  - inclusion of organizations dedicated to diverse groups on newsletter mailing lists, speakers lists, and event planning committees or task forces
  - requests of organizations dedicated to diverse groups to include us in their outreach
- The chapter will set specific and realistic goals for membership, participation, and leadership of a diversity that reflects the community and our issue work.

Date of Adoption: \_\_\_\_\_