

Alaska Women for Political Action Bylaws

ARTICLE I NAME

The name of this organization shall be the ALASKA WOMEN for POLITICAL ACTION, hereafter AWP.

ARTICLE II PURPOSE AND GOALS

The purpose and goals of the AWP are to increase women's participation in the political process, to increase the number of progressive pro-choice women in elected and appointed positions, to win equality for women, and to support candidates who support our goals. AWP is a multi-partisan membership organization incorporated in the State of Alaska. In the pursuit of these goals, AWP is dedicated to ensure reproductive freedom; to achieve quality dependent care; and to eradicate violence, poverty and discrimination on any basis. In order to implement these goals, AWP prioritizes its activities into two levels of emphasis: primary and secondary.

Section 1. The primary goals of the AWP are:

1. to increase the number of women who pursue or serve in elected or appointed office and who actively support equality for women;
2. to endorse or support and encourage candidates who demonstrate commitment to furthering the equality of women;
3. to establish, maintain and contribute to a Political Action Committee which gives financial support to endorsed candidates.

Section 2. The secondary goals of the AWP are:

1. to act on issues which affect the equal treatment of women;
2. to maintain communications with other women's organizations which actively support equality for women.

Section 3. This purpose and the goals shall be implemented by development of policies, procedures, and activities by the standing committees of the AWP.

ARTICLE III MEMBERSHIP

Section 1. Membership in the AWP is open to all persons who agree to actively support and to work toward accomplishment of the stated purpose and goals of the organization.

Section 2. The Board of Directors shall decide yearly dues. Dues are payable on or before the anniversary date of each member. Payment of dues entitles the person to membership in AWP.

Section 3. To be a member in good standing, all dues and monies owing the organization must be paid promptly when due.

ARTICLE IV MEETINGS

Section 1. The AWP membership shall meet a minimum of 4 times a year. The President or President-elect shall set the location and agenda for each meeting with advice from the Board of Directors.

Section 2. The AWP Board of Directors shall meet monthly.

Section 3. The President, the President-elect or any other three members of the Board, upon 48 hours notice, may call emergency meetings of the AWP Board of Directors. Only that business noticed in the call may be transacted at an emergency meeting.

Section 4. An annual meeting of the membership shall be held in May. Location of the annual meeting shall be in Anchorage unless otherwise determined. Business to be conducted at the annual meeting includes, at a minimum: a written report from the Treasurer; a written report from the chair of each standing committee, to include an evaluation of the committee's activity for the past year and proposals for the coming year; election of officers; and adoption of a new

annual budget. The newly elected President shall announce appointment of Standing Committee chairs.

Section 5. Ten percent (10%) of the members in good standing shall constitute a quorum at the membership meeting of the organization. If the number afterwards should be reduced below a quorum, business may continue to be conducted, provided any action receives as many votes as would have been required had a full quorum been present. A member in good standing is one who has paid all current dues and monies owed to the organization. No member, however, shall be required to pay meeting registration fees to attend the business meeting or vote on matters before the organization. The vote necessary to pass an action, except where otherwise specified in these Bylaws, is as follows:

1. Election of Officers: a majority
2. Routine business: a majority
3. Adoption of Resolutions: two-thirds
4. Adoption of Policy Statements: two-thirds

Section 6. For the purposes of voting, a person must be a member in good standing for at least 21 days prior to voting or a former AWPAA member whose dues have lapsed within six (6) months and had renewed before voting.

Section 7. In addition to the business conducted at the annual meeting, this meeting shall emphasize networking opportunities and training and shall celebrate the progress of AWPAA in achieving its goals.

ARTICLE V OFFICERS

Section 1. The officers shall be President, President-Elect, Recorder/Secretary, and Treasurer.

Section 2. Officers shall assume their duties at the close of the annual meeting.

Section 3. Officers are elected at the annual meeting by the membership for a term of one year or until their successors are elected. Officers are not eligible to serve more than two (2) consecutive terms in the same office.

Section 4. The Board of Directors at the next Board meeting shall fill vacancies in the elected offices after the vacancies occur.

Section 5. A resignation of an officer or a committee chair shall be sent to the President.

ARTICLE VI DUTIES OF OFFICERS

Section 1. The duties of the officers of this organization are those prescribed by these Bylaws and by the parliamentary authority adopted by the organization. Each officer shall be a member in good standing of the organization.

Section 2. The President shall plan and preside at the Board meetings as well as regular and annual membership meetings; be the spokesperson for the organization; appoint chairs of Standing Committees; oversee the functioning of all standing committees; maintain a notification process among the members; and shall select a parliamentarian for the organization. The President shall work in conjunction with the President-Elect in fulfilling these duties.

Section 3. The President-Elect shall be responsible for consulting with the Treasurer on a proposed annual budget that is submitted to the membership at the annual meeting; and shall preside at meetings in the absence of the President.

Section 4. The Recorder/Secretary, in the absence of the President and the President-Elect, shall perform the duties of the absent officer; take the minutes of the meetings of the organization and of the Board of Directors; serve as custodian of the permanent records of the organization; prepare and mail meeting notices to the membership; and carry on correspondence as requested by the President.

Section 5. The Treasurer shall be responsible for the receipt and disbursement of all funds of the organization; file required IRS and Alaska corporate tax returns; file required reports with the Alaska Public Offices Commission; present a written statement of revenues and expenditures at

Board meetings; in consultation with the President-Elect, prepare and present a proposed annual budget at the annual meeting; advise the Board of Directors of all federal and state campaign finance laws and requirements; serve as a member of the Ways and Means Committee; at the annual meeting, present a detailed written report of all monies received and disbursed during the year; and maintain the permanent financial files of the organization.

ARTICLE VII BOARD OF DIRECTORS

Section 1. The Board of Directors is composed of the elected officers of the organization and the committee chairs as appointed by the President. Additional voting members of the Board of Directors may be appointed by the President with the approval of two-thirds (2/3) of the Board. These may include regional representatives. The officers of the organization shall be the officers of the Board.

Section 2. The Board of Directors shall have administrative control over the affairs, funds, and property of the organization, except that it may not reverse any action taken by the membership. It shall authorize payments from operational funds; receive reports of committees between annual meetings of the organization; submit policy recommendations to the membership in accordance with the Bylaws; appoint a financial review committee composed of two (2) persons not on the Board of Directors to review the books of the organization and to report its findings to the Board no later than ninety (90) days following the annual meeting or following the appointment of a new Treasurer; and shall perform such other duties as the organization may require.

Section 3. A majority of Board members shall constitute a quorum. If the number afterwards should be reduced below a quorum, business may continue to be conducted, provided any action receives at least as many votes as would have been required had a full quorum been present.

Section 4. The Board of Directors shall have the special authority to remove an officer or committee chair from office.

2. Failure of an officer to perform the duties of the office shall be considered cause for removal from the elected position. After first talking with the officer and before action is taken, the Board of Directors shall give written notice to the officer of the specific failure that is charged and shall request that the officer appear before the Board of Directors at a specific time. After appearance and answer, or in the event of failure to appear, the Board of Directors, by two-thirds (2/3) vote, by secret ballot, may declare the office to be vacant.

2. Failure of a committee chair to perform the duties required shall be considered cause for forfeiture of the position of committee chair. The President shall appoint a successor.

ARTICLE VIII NOMINATION AND ELECTIONS

Section 1. No later than sixty (60) days prior to the annual meeting, a nominating committee of three (3) members shall be chosen as follows: the President and President-Elect shall jointly appoint the chair; the Board of Directors shall select two (2) members. No more than two (2) members of the Nominating Committee may be members of the Board.

Section 2. The Nominating Committee shall invite each member of the organization to suggest names for consideration on a form provided by the committee.

Section 3. The Nominating Committee shall nominate one or more candidates for each office except the office of the President.

Section 4. The consent of the proposed nominee must be obtained before that person's name is placed in nomination.

Section 5. The Nominating Committee shall present its slate of nominees in a mailing to the members prior to the annual meeting and again at the annual meeting. Additional nominations may be made from the floor at the annual meeting.

Section 6. The succession of the President-Elect to the position of President shall be confirmed by a majority vote of those members present at the annual meeting. If such a vote fails, the position is open for nominations from the floor.

ARTICLE IX

COMMITTEES, APPOINTEES, AND TASK FORCES

Section 1. The AWPA shall have the following standing committees: Membership, Ways and Means, Endorsements, Program, Campaign Support, and Political Action. Standing Committee chairs shall be responsible for calling committee meetings, maintaining committee files, and preparing reports for the membership.

Section 2. The Membership committee, by working with the Treasurer, shall be responsible for recruiting new members; keep membership lists current; certify eligibility of members for voting or other purposes; submit reports as required by the Bylaws, or as requested by the President, the Board of Directors, or the organization; and promote active participation of all members in the organization.

Section 3. The Ways and Means Committee shall develop an annual plan to identify fund-raising sources and solicit funds to carry out the activities of the organization; recommend activities for fund-raising to the Board of Directors; and plan and coordinate member participation in all approved fund-raising activities.

Section 4. The Endorsement Committee shall follow procedures for endorsement of candidates for federal, state, and local office in accordance with the endorsement policies and procedures adopted by the AWPA membership; arrange for candidate interviews; make recommendations to the membership for endorsement of candidates. Current endorsement policies are part of these Bylaws and incorporated by reference. Subcommittees from throughout the state may perform candidate interviews and make recommendations to the whole committee or to the Board of Directors if the election date requires a decision to be made before the next membership meeting.

Section 5. The Political Action Committee (PAC) shall be comprised of the committee chair, the President, Treasurer, and chairs of the Ways and Means and Endorsement Committees. If one or two of the above cannot attend the meeting or have a conflict of interest (the candidate, campaign manager, treasurer, or staff member of an endorsed candidate) then a member of the respective committee or the President-Elect shall serve. The PAC makes monetary campaign contributions to endorsed candidates and publicizes the endorsed and supported candidates.

Section 6. The Program Committee shall plan programs for each regular meeting. These may include training workshops, forums, and other activities to educate AWPA members and the public in skills necessary to organize and conduct campaigns for elected or appointed public office. The committee shall also conduct similar activities to educate the membership and the public in the skills necessary to influence passage or defeat of legislation, regulations, or local ordinances subject to enactment by an elected or appointed public body.

Section 7. The Campaign Support Committee shall develop and maintain a roster of the members available to assist candidates for elective office. It may also recruit candidates and work with the Program Committee in training and support.

Section 8. The Political Action Committee shall monitor legislation related to our mission, report to the membership and urge action, and work jointly with other organizations to advance our mission. They will also track and report on the voting record of our endorsed and supported elected officials regarding this legislation.

Section 9. The President may appoint special committees for special purposes and for limited duration.

ARTICLE X INDEMNIFICATION

AWPA shall indemnify any member of the Board of Directors, any committee member, or any appointed member for financial losses resulting from the exercise of judgment made in good faith in the performance of assigned duties.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable, provided that such rules are not inconsistent with these Bylaws.

ARTICLE XII AMENDMENTS

These Bylaws and the Endorsement Policies and Procedures may be amended by a two-thirds (2/3) vote of the membership present at the annual meeting of the organization or by mail, email, or fax, provided that notice of proposed amendment has been sent to each member at least thirty (30) days prior to the meeting, or thirty (30) days prior to a date designated for receipt of the vote by mail, email, or fax.