



*National Organization for Women  
Greater Cleveland Chapter  
CHAPTER BYLAWS*

**Article I. Name.**

The name of the organization shall be the Greater Cleveland Chapter of NOW.

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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 preference/orientation, gender identity, or parenthood.

**Article II(a) 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 Greater Cleveland 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. The Chapter may additionally pass policy governing Chapter structure and activities. The Secretary shall maintain an updated file of Chapter policies.

**Article V. Meetings**

The Chapter shall hold at least eight (8) 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.

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 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. Officer and board elections shall be held at an 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 in consultation with the committee members, and 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. An elections committee chair and at least two members will be appointed by the Chapter board 3 months prior to the Chapter's annual meeting, and specific processes involving the committee's work shall be determined in the operating rules of the 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 30 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.

**Article XI. Voting at the National Conference**

Any member of the Chapter who has been a member for at least 90 days may vote at the National Conference.

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**Article XII. Grievance Procedure**

Chapter grievance procedures shall be specified in the operating rules of the Chapter.

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**Article XIII. 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.

**Article XIV. 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 made available to the members 30 days in advance of the meeting or published in an every member publication 30 days in advance of the meeting.

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**Article XV. Dissolution**

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

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***Date of adoption:*** \_\_\_\_\_



***National Organization for Women  
Greater Cleveland Chapter  
CHAPTER OPERATING RULES***

**Article I. Meetings**

Chapter meetings shall be held at least six (6) times a year, at such dates, times, and places as determined by the Chapter board. Any number present shall constitute a quorum, except for the annual meeting at which a quorum shall consist of at least 10% of the actual Chapter membership.

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**Article II. Dues**

New members' dues shall be \$35.00 or as changed by the state organization. Reduced dues are available on a sliding scale beginning at (\$10.00). Renewing members' dues shall be determined by National NOW.

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**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 Action Vice-President, who shall assist the president and shall chair meetings in the absence of the president, and who shall coordinate the issue or action agenda of the chapter with committees or task forces who want to work specifically on an issue through the chapter.

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 shall constitute the board. The board shall meet at least four (4) times a year. The president or a majority of the board may call board meetings.

C. Vacancies. In the event of a vacancy in the office of president, the action vice- president shall assume the office of president. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs to fill the unexpired portion of the term.

D. Qualifications and terms of office.

1. All officers shall have been members of NOW for three (3) months prior to election. Each officer shall serve a one-year term.

Officer's terms shall begin on the date of the first meeting following the meeting at which they are elected and shall run for one full year.

The officers of the chapter may redistribute various tasks assigned to them, but not the responsibility for seeing that they are completed.

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## **Article V. Committees**

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 a majority of the Board.

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 a majority of the Board. Committee chairs serve for a one (1) year term (and are members of the board *ex officio*)

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## **Article VI. Nominations**

The Chapter board shall approve an election committee at least three (3) months 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 250 words shall be made available to each Chapter member with a notice of the date, time and place of the annual meeting. Nominations may be made from the floor at the annual meeting.

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## **Article VII. Elections**

1. The election of officers shall take place at the annual meeting.
2. 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 VIII. Voting at the National Conference**

Any member of the Chapter who has been a member for at least 90 days may vote at the national conference.

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### **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.

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### **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 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:

1. The chapter shall maintain current demographic information about the area in which we are located.\
2. The chapter shall conduct
  - a. at least (2) workshops or sessions per year devoted to general diversity and/or coalition building work
  - b. have a standing committee which directs this activity as well as other work and outreach
3. The chapter will have the following procedures in place for outreach:
  - a. membership in coalitions dedicated to community diversity
  - b. urge diverse membership in coalitions with which we work

- c. inclusion of organizations dedicated to diverse groups on newsletter distribution lists, speakers lists, and event planning committees or task forces
  - d. requests of organizations dedicated to diverse groups to include us in their outreach
4. The chapter will set specific and realistic goals for membership, participation, and leadership of a diversity that reflects the community and our issue work.

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***Date of adoption:*** \_\_\_\_\_