

NWPC-STL BYLAWS

ARTICLE I: NAME

The name of this organization shall be the National Women’s Political Caucus of Metro St. Louis (hereinafter, the “NWPC-STL”).

ARTICLE II: PURPOSE

1. The primary purpose of the NWPC-STL is:
 - a) To further the objectives of the National Women’s Political Caucus (hereinafter, the “NWPC”), a non-partisan organization, specifically; to increase women’s participation in the political process, to increase the number of women in elected and appointed positions, to achieve greater equality for women, and to support women candidates who support our goals of reproductive freedom, passage of the ERA, and improved access to affordable child care/dependent care programs.
2. The NWPC-STL will also:
 - a) Work to eradicate sexism, racism, ageism, poverty, discrimination against the disabled, and discrimination on the basis of religion, and to ensure reproductive freedom and freedom of sexual orientation
 - b) Stimulate and encourage political involvement by women in the St. Louis metropolitan area
 - c) Encourage the enactment of legislation beneficial to women and oppose the enactment of legislation detrimental to women
 - d) Offer opportunities to learn about the mechanics of politics through workshops, networking and personal experience
 - e) Provide a vehicle for enhancing individual, personal and professional development
 - f) Allow individual members an opportunity to ascertain their own priorities for political involvement.
3. In carrying out its purpose, the NWPC-STL may engage in activities:
 - a) To bring members together for educational briefings, training sessions and discussions
 - b) To encourage activism on issues of concern to women
 - c) To distribute a questionnaire and use other means to gather information on candidates for state legislature and other public offices and call an endorsement meeting to vote on which women to endorse
 - d) To support and help candidates for public office and incumbent elected officials who support the goals of the NWPC-STL, Missouri Women’s Political Caucus (MOWPC) and the NWPC
 - e) To develop networks and plan other activities with other individuals and groups who share similar purposes and that otherwise further the purposes of the NWPC-STL, MOWPC and the NWPC.

ARTICLE III: MEMBERSHIP AND DUES

1. Any person who supports the purposes of the NWPC-STL as expressed in Article II of these bylaws is

eligible to become a member of the NWPC-STL upon payment of annual dues as required by Section 3 of this article.

2. Each person who is eligible and who becomes a member of the NWPC-STL is also a member of the NWPC and the MOWPC.
3. In order to become a member of the NWPC-STL, any person eligible for membership as provided in Article II shall pay to the NWPC-STL, the MOWPC or the NWPC annual membership dues. Dues include membership in NWPC-STL, MOWPC, and NWPC.
4. No person may vote, make motions, hold office in the NWPC-STL, serve on the Policy Council or represent the NWPC-STL before the MOWPC or the NWPC unless such person is a paid member.

ARTICLE IV: POLICY COUNCIL

1. a) There shall be established a Policy Council consisting of the President, Vice-Presidents, Treasurer, Members at Large, immediate Past President, Chair of the EMPAC, President of the Training Institute, and designated non-voting Advisory Committee members of the Missouri General Assembly.
 - b) In addition to the duties otherwise assigned to the Policy Council in these bylaws, the Policy Council shall:
 - 1) Hold meetings on a regular basis and not less than four times per year
 - 2) Determine the policy and the activities to be conducted by the NWPC-STL
 - 3) Consider and confirm the selection of changes in NWPC-STL leadership necessitated by resignations or extraordinary circumstances
 - 4) Approve the annual budget and any expenses of more than \$250 not itemized in that budget, including the budget for any fundraising events. A majority of the full Policy Council must approve such expenses, allowing for electronic votes for 24 hours or until a majority is reached
 - 5) Maintain and implement an affirmative action plan to increase the minority group membership in the NWPC-STL
 - c) The President or a member of the Policy Council appointed by the President shall preside at each Policy Council meeting
 - d) A quorum of the Policy Council shall consist of one-third of the members of the Policy Council. Unless otherwise indicated, approval of any motion shall require a majority vote of the Policy Council members present
2. In accordance with the provisions of Sections 3, 4 and 5 of this Article, the NWPC-STL shall elect:
 - a) A President who shall:
 - 1) Organize, direct and administer the business of the NWPC-STL
 - 2) Be authorized to speak for the membership of the NWPC-STL
 - 3) Preside over membership and Policy Council meetings of the NWPC-STL
 - 4) Appoint special committee chairs
 - 5) Coordinate and oversee committee activities
 - 6) Periodically evaluate progress of the NWPC-STL in relation to the goals outlined by the Policy Council and these bylaws, and report to the Policy Council and full membership

- 7) Work with the NWPC-STL Treasurer to approve or reject proposed expenses not included in the budget
 - 8) Serve as the contact person for dealings with the Missouri Women's Political Caucus and the National Women's Political Caucus
 - 9) Perform any other duties which the Policy Council may deem appropriate.
- b) A First Vice-President who shall:
- 1) Assist the President with administrative and leadership responsibilities
 - 2) In the absence of the President, preside over any meetings of the NWPC-STL or Policy Council
 - 3) In the event the President is unable to continue in that capacity, the First Vice President shall assume the duties of the President until the next General Membership meeting when an election to fill the vacancy shall be held
 - 4) Keep abreast of and assist in activities of the committees
 - 5) Attend a majority of NWPC-STL meetings and other activities
 - 6) Perform any other duties as the President may assign.
- c) A Treasurer who shall:
- 1) Keep correct and complete records of account which accurately reflect at all times the financial status of the NWPC-STL
 - 2) Be the legal custodian of all monies and other valuables which may come into the possession of the NWPC-STL
 - 3) Present a Treasurer's Report of the financial status of the NWPC-STL to the Policy Council during Policy Council meetings
 - 4) work with the President to approve or reject proposed expenses
 - 5) Maintain the local membership list including anniversary dates
 - 6) Forward membership information and dues to the MOWPC and NWPC
 - 7) Perform any other duties as the Policy Council may deem appropriate.
- d) A Secretary (Records Vice President) who shall:
- 1) Assist the President and First Vice President with administrative and leadership responsibilities
 - 2) Record key actions taken at NWPC-STL business and policy council meetings and present the minutes for approval
 - 3) Take custody of all records and documents of the NWPC-STL other than the records of account
 - 4) Notify the President of her potential absences from Policy Council or General Membership meetings.
- e) A Vice President for Communications who shall:
- 1) Share passwords for and maintain Web site (www.nwpc-stl.org) and social media accounts;
 - 2) Print labels and help with mailings
 - 3) Work with other Policy Council members to promote events
 - 4) Send out regular e-newsletters.

f) A Vice President for Endorsements who shall:

- 1) Update candidate questionnaire each cycle and distribute to candidates seeking endorsement
- 2) Serve as chair of an Endorsement Committee (EC) of no fewer than 6 Caucus members, including at least 3 persons of color in good standing, appointed by the VP of Endorsements and approved by the Policy Council
- 3) As committee Chair, VP of Endorsement will ensure completed questionnaires are reviewed and candidate research is completed prior to the EC voting to approve candidates for a ballot
- 4) The Vice President of Endorsement/or her appointee will present to Policy Council all candidates requesting endorsement and the ballot approved by the EC for authorization. Should changes be recommended by Policy Council, the ballot will go back to the EC for consideration; the EC shall return a ballot for approval to the Policy Council within 1 week; the process may be repeated until the Policy Council and EC come to an agreement
- 5) Upon Policy Council approval, VP of Endorsement will distribute the ballot to the membership for review via email at least 2 weeks prior to a membership meeting, where membership will vote to endorse or not endorse candidates on the ballot. Endorsement requires a 60% vote by the Caucus members present at the meeting
- 6) Interview candidates as needed throughout the endorsement process described above
- 7) Share information on endorsed candidates with EMPAC
- 8) Report to the members and supporters which candidates were successful.

g) A Vice President for Membership who shall:

- 1) Develop and implement a plan to recruit members and encourage renewals
- 2) Remind members to renew
- 3) Distribute membership flyers at targeted events
- 4) Welcome new members to the Caucus.

h) A Vice President for Candidate Recruitment

- 1) Identify and recruit pro-choice women to run for office in St. Louis County and all contiguous counties and St. Louis City
- 2) Coordinate with other relevant organizations who also have an interest in recruiting pro-choice women for such offices
- 3) Serve as the point of contact for potential candidates and the NWPC St. Louis to connect them with resources such as campaign training and campaign mentorship.

i) At least five but no more than 10 At-Large Policy Council members. Their duties shall include the following:

- 1) Attend monthly policy council meetings
- 2) Promote the Caucus to potential new members
- 3) Attend Caucus events and contribute as needed
- 4) Serve as members or chairwomen of Fundraising, Programs, Legislation, Friends and Mentoring or other committees at the discretion of the President.

- j) A Vice President or Co-Vice Presidents of Communications who shall oversee Email and Social Media communications and shall keep website design and content current.
 - k) A VP of Diversity and Inclusion who shall ensure that Caucus activity is conducted with a Diversity, Equity, and Inclusion-forward lens.
 - l) The current chair of the Eastern Missouri Political Action Committee (EMPAC) who shall oversee EMPAC's following duties:
 - 1) Meet each election cycle to distribute available funds to endorsed candidates as necessary
 - 2) Comply with election laws.
 - m) The current president of the Training Institute who shall oversee the Training Institute programs.
 - n) The Advisory Committee shall be non-voting members of the Policy Council. The Advisory Committee shall be made up of a maximum of 4 Caucus-endorsed elected officials to the General Assembly who are also Caucus members. Members of the Advisory Committee shall be nominated for a 1-year term by the Nominating Committee, approved by the Policy Council, and announced to the membership in January of each year. Elected officials may serve a maximum of 4 years on the Advisory Committee.
3. No full member in good standing may be elected as a member of the Policy Council unless such member, at the time of such election, is a paid member of the NWPC-STL.
4. a) Each fall, the President shall appoint two or more members of the Policy Council to a Nominating Committee. The Nominating Committee shall develop a slate of officers and at-large Policy Council members to be previewed by the Policy Council and presented to the membership at the first meeting of the next calendar year. The Nominating Committee shall make an effort to recruit diverse candidates to represent the membership. The Nominating Committee shall notify the membership that nominations are being accepted at least a month before the first meeting of the year
- b) At least two weeks before the first meeting of the year, any paid member who desires to be listed on the ballot shall submit her name to the President as a candidate for a specified office
- c) A nomination can be made from the floor with a nominating motion and second made by NWPC-STL members.
5. a) Each member of the NWPC-STL Policy Council shall serve for one calendar year or until the successor is elected and takes office, whichever is longer. Each member of the Policy Council shall be eligible for re-election at any time. All officers are encouraged to serve a two-year term, starting in a non-election year
- b) A Policy Council member may be removed from office prior to the expiration of the term of office for just cause, including unexcused absences at three or more meetings, upon the vote of two-thirds of the Policy Council, subject to ratification by a majority of the full members present and voting at the next regularly scheduled business meeting
- c) A Policy Council member may resign prior to the expiration of the term of office by notifying in writing the Policy Council. Such resignation shall take effect at the time specified in the notification
- d) Any such vacancy occurring shall be filled by an individual nominated by the President with the advice and consent of the Policy Council and approved by a majority of the NWPC-STL Policy Council
- e) The individual appointed to fill such a vacancy shall be appointed only for the remainder of the unexpired term of the resigning officer. Any such individual must meet the qualifications for such office as required by these bylaws.

ARTICLE V: MEMBERSHIP MEETINGS

1. Membership of the NWPC-STL shall meet at least four times per year as scheduled by the Policy Council.
2. The members shall elect the officers and Policy Council at the first membership meeting of the year. Newly-elected officers and Policy Council members shall assume office immediately after the election.

ARTICLE VI: DISSOLUTION

In the case of the dissolution of NWPC-STL, the Policy Council shall distribute any assets after the discharge of all liabilities to an organization which members determine to have objectives similar to those of the NWPC-STL.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Unless otherwise indicated, the rules contained in the most current edition of Robert's Rules of Order shall govern the NWPC-STL in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VIII: AMENDING BYLAWS

These bylaws may be amended at any membership meeting of the NWPC-STL by a two-thirds vote of the full members present and voting.

ARTICLE IIX: DEFINITIONS

Within this document, the words “woman” and “women” are defined as any person or people who self-identifies as such, including but not limited to trans-gendered women, gender non-conforming women, and all other women, regardless of how they choose to express or present their gender.