

Bylaws of the Greater Kansas City Women's Political Caucus
June 15, 2010

ARTICLE I: NAME

A. The name of the organization shall be the Greater Kansas City Women's Political Caucus (GKC/WPC). It shall function as a local caucus of the Missouri State Women's Political Caucus (State Organization) and the National Women's Political Caucus, Inc. (NWPC National).

B. The Greater Kansas City Women's Political Caucus consists of three independent organizations: The Greater Kansas City Women's Political Caucus (GKC/WPC), the Greater Kansas City Women's Political Caucus Political Action Committee (GKC/WPC PAC), and the Greater Kansas City Women's Political Caucus Education and Endowment Fund (GKC/WPC EEF).

C. Until such time as a Kansas NWPC state board is formed, the GKC/WPC Board of Directors functions as the state organization for Kansas. If a Kansas state organization is credentialed by the NWPC, the GKC/WPC will relinquish the associated duties and dues of GKC/WPC members to the Kansas State Board of Directors.

ARTICLE II: PURPOSE

The purpose of the GKC/WPC is to increase women's participation in the political process and to identify, recruit, train and support feminist women for election and appointment to public office. While in pursuit of this goal, the GKC/WPC will strive to win equality for all women; to ensure reproductive freedom; to achieve quality dependent care; and to eradicate sexism, racism, anti-Semitism, ageism, ableism, violence, poverty, and discrimination on the basis of religion or sexual orientation.

ARTICLE III: MEMBERSHIP AND DUES

A. MEMBERSHIP

Membership in GKC/WPC shall be open to any individual who supports its purposes upon application and payment of dues. Dues consist of National, State, and local dues set by each entity. Each member is affiliated with the state and national organizations via share of annual dues. A member may be credentialed to only one local caucus.

B. DUES

The Board of Directors may set membership dues levels or waive dues on the basis of financial hardship or other excusable circumstance. These policies must be in compliance with the NWPC bylaws or policies.

C. PAYMENT

Membership dues shall be on an anniversary basis, with dues payable each year upon expiration.

D. VOTING

A minimum of 30 days paid membership is a prerequisite to voting on any issue or collection and on being elected or otherwise holding office.

ARTICLE IV: ADMINISTRATION

A. BOARD OF DIRECTORS

1. The Board of Directors shall consist of the following: the President, Missouri Vice-President, Kansas Vice-President, Secretary, and Treasurer. It shall also include any members of Missouri State Women's Political Caucus Board of Directors.
2. Chairs of active committees are also members of the Board of Directors.
3. Ex-Officio members: The Chair, or a designated representative of the GKC/WPC PAC and the GKC/WPC EEF shall be ex-officio members of the Board of Directors. Ex-Officio members of the board shall have full voting and other and rights as members of the Board of Directors.
4. The Board of Directors shall meet regularly to transact the business of the Caucus.

B. ELECTED OFFICERS

Elected officers of the Caucus shall be President, Missouri Vice President, Kansas Vice President, Treasurer, and Secretary. The elected officers shall constitute the Executive Board.

1. PRESIDENT

The President shall:

- a. be the executive officer of this organization and preside at all general meetings and all Executive Board meetings.
- b. be an ex-officio member of all committees except the Nominating Committee.
- c. serve with full voting powers on Political Action Committees and Endorsement Committees.
- d. with the advice and consent of the Executive Board, appoint all committees necessary for the management of this organization.
- e. serve as official spokesperson of this organization, representing the policy decisions of the general membership as they reflect the goals of the Local, State and National organization.

2. VICE PRESIDENTS

The Vice-Presidents shall:

- a. in the absence of the President, the Vice Presidents shall serve as executive officer and otherwise assist the President in the performance of duties.
- b. coordinate and provide leadership in PAG development; Work with Political Chair and others to recruit new PAG leaders.
- c. preside at PAG meetings, if necessary.
- d. work with the Membership Chair and staff as needed to increase membership and public awareness.
- e. coordinate grant applications and programs so that they are consistent with GKC/WPC's mission and goals. Work with the Treasurer to verify that funds are spent in accordance with the grant applications. Coordinate all required grant reporting, and make sure it is completed in a timely manner.

3. SECRETARY

The Secretary shall:

- a. record and transcribe all minutes of the Executive Board and General Membership meetings and make them available for publication at subsequent meetings.
- b. be responsible for handling all caucus correspondence not otherwise allocated (e.g. President and Treasurer).
- c. keep a file of all incoming/outgoing current correspondence, transferring to the new Secretary at the end of her term of office all material needed for continuity of caucus business.
- d. maintain a copy of all filings of the GKC/WPC and the PAC.

4. TREASURER

The Treasurer shall:

- a. collect and disburse all monies.
- b. keep financial records and submit regular reports to the Executive Board and General Membership.
- c. forward Missouri State Women's Political Caucus and NWPC National dues to NWPC to the State in a timely manner. Dues are to be forwarded when collected, or at a minimum of on a quarterly basis.
- d. submit all required campaign finance reports in a timely manner.
- e. register with the Secretary of State in a timely manner.
- f. develop an annual budget to submit to the Board of Directors for approval.

C. PERSONNEL COMMITTEE

The Executive Committee serves as the personnel committee. The responsibility for the selection, annual performance appraisal, salary recommendation and termination of hired staff lies with the Executive Committee, with the subsequent approval of the Board of Directors. The day-to-day supervision of staff lies with the Board President. The annual performance appraisal is subject to approval by the Executive Committee and the Board of Directors.

D. ELECTED COMMITTEE CHAIRS

1. MISSOURI AND KANSAS POLITICAL COMMITTEE CHAIRS

The Missouri & Kansas Political Committee Chairs shall:

- a. work in concert with the Legislative Chair and staff to communicate with membership.
- b. coordinate all screening activities (letters to candidates, scheduling, recruiting screening teams, development of candidate screening questionnaires, etc).
- c. work with the Candidate Recruitment and Training Chair and the Legislative Chair as needed.
- d. participate on the PAC Committee to provide input on donations to candidates.
- e. plan and organize in-district meetings with elected officials.

2. MISSOURI AND KANSAS CANDIDATE RECRUITMENT AND TRAINING CHAIRS

The Missouri & Kansas Candidate and Recruitment and Training Chair shall:

- a. work with other officers to recruit and train candidates for elective office; supervise any political training workshops sponsored by the GKC/WPC.
- b. keep abreast of and publicize to the membership any training opportunities offered by national and local groups;
- c. develop managers to work in local races with an emphasis on low dollar campaigns;
- d. develop a candidate training manual and materials;
- e. work with the Legislative Chair and PAG Chairs.

3. MISSOURI AND KANSAS LEGISLATIVE CHAIRS

The Missouri & Kansas Legislative Chairs shall:

- a. monitor legislation in their respective states of concern to the organization at the local, state and national levels and inform the membership of legislation of interest through various means (e-mail, fax, phone tree);
- b. coordinate lobbying days in Jefferson City and Topeka with other compatible organizations;
- c. communicate information to the membership at the monthly meetings and through the newsletter by coordinating with the staff and Political Chairs;
- d. take the lead in the investigation and coordination of any ERA ratification efforts;
- e. consult with the Missouri WPC President;
- f. maintain an action alert telephone tree.

4. MEMBERSHIP CHAIR

The Membership Chair shall:

- a. maintain a current list of the membership in coordination with the Treasurer.
- b. recruit and supervise a committee that will conduct a membership drive from January through April each year.
- c. send a welcoming letter to all new members.
- d. develop a list of potential donors and members through coordination with Fundraising and Newsletter Chairs and Treasurer.
- e. maintain records and provide mailing list labels to Newsletter Chair and others, as needed.
- f. develop Membership Roster.
- g. work with Media Chair to develop promotional brochure.
- h. identify and recruit members for Speakers Bureau.

5. FUNDRAISING CHAIR

The Fundraising Chair shall:

- a. manage or assist with the management, planning and coordination of the annual Torch Dinner.
- b. recruit a standing committee to solicit hosts/hostesses and develop program, awards, etc. for the annual Torch Dinner.
- c. supervise sub-committees appointed by the President charged with other fundraising events.

6. OUTREACH CHAIR

The Outreach Chair shall:

- a. work to increase WPC's visibility within the community.
- b. help recruit new members and potential candidates.
- c. develop a list of media contacts.
- d. write and distribute news releases in conjunction with the President and staff.

- e. work in conjunction with the Board of Directors and staff to create and maintain a GKC/WPC Speaker's Bureau for both Missouri and Kansas. Duties include contacting local organizations regarding interest in having a WPC speaker, booking the speaker and speaking at events.
- f. serve as editor of the newsletter, coordinating content and distribution with the President and Board of Directors, and Staff.
- g. provide input on the web site design and content to maximize visibility and potential to recruit new members.

7. POLITICAL ACTION GROUPS (PAGS)

Political Action Groups (PAGs) - Midtown Kansas City, South Kansas City, Northland, Eastern Jackson County, Johnson County, Kansas, and Wyandotte County, Kansas. PAGs are semiautonomous groups whose Chairs are elected by the members of the GKC/WPC. PAG Chairs shall:

- a. be responsible for screening candidates for offices of school board and city and county government races in their respective areas.
- b. develop membership and recruit candidates in their respective areas to run for office.
- c. work with the Political and Legislative Chairs and the Vice Presidents to plan and set up in-district meetings with elected officials.

8. PROGRAM CHAIR

- a. seek out quality speakers for GKC/WPC membership meetings, consistent with GKC/WPC mission and goals.
- b. coordinate notices with the staff and Outreach Chair.
- c. coordinate fees and expenses with the Treasurer so that the programs fall within the annual budget.
- d. send thank you notes to speakers after the meetings.
- e. coordinate special programs involving grants with the Vice Presidents and Treasurer.

9. YOUNG FRIENDS CHAIR

- a. devise strategies for recruiting Young Friends members to the GKC/WPC, consistent with GKC/WPC mission and goals.
- b. coordinate periodic meetings of Young Friends members, separate from GKC/WPC membership meetings.
- c. encourage Young Friends members to attend general meetings of the GKC/WPC.
- d. coordinate outreach efforts with the Outreach Chair.
- e. encourage Young Friends to become involved as volunteers on the campaigns of GKC/WPC endorsed candidates.

E. SPECIAL COMMITTEES

1. Ad Hoc Committees: The President shall be able to appoint special committees from time to time to perform a specified task within a limited period of time. The appointment of such committees shall be with the consent of the Membership or the Executive Committee.
2. Standing Committees: The Executive Committee shall appoint all special committees deemed necessary to function during their administration. These committees shall serve until a new administration takes office or until their special tasks are completed.
3. Financial Review Committee: A Financial Review Committee composed of a Vice President and at least one other member appointed by the Executive Committee, and a Chair appointed by the President shall review the records of the general treasury and PAC accounts annually.
4. Audit by Certified CPA: Upon a vote of the Board of Directors, a professional audit of the financial records will be performed, with the results reviewed by the Financial Review Committee.

F. TERMS OF OFFICE

1. Officers and Committee Chairs shall be elected for a two-year term at the Annual Meeting of the Organization. Officers and Committee Chairs may serve no longer than two consecutive two-year terms, unless a Board member is elected to the Presidency, then she will be able to serve on the Board for three consecutive terms. An officer or committee chair that has served two consecutive terms, or the President who has served three consecutive terms, is not

eligible to be a member of the Board until two years from the date of completion of her term of office.

2. Ad Hoc Committee Chairs' terms are for the length of the term of the President who appointed them.

G. NOMINATIONS AND ELECTIONS

1. Elections shall be held at the Annual Meeting.

2. A Nominating Committee of three to five persons shall be appointed by the President with the advice and approval of the Board of Directors three months prior to the election. The President is excluded from participating on the Nominating Committee.

3. The Nominating Committee shall present a slate of nominees to the Board of Directors two months prior to the election.

4. Names of nominees shall be published in the following newsletter which shall be published at least one month prior to the election. Electronic notification for those with email is acceptable in lieu of a mailed notice. A mailed notice must be sent to those without email communication.

5. At the time of the election, at a general membership meeting, nominations may be made from the floor. A plurality of members present shall elect officers.

6. The newly elected officers take office immediately upon election.

H. STATE BOARD OF DELEGATES

1. At the Annual Meeting, delegates to the State Board of the Women's Political Caucus shall be elected.

2. The number of delegates shall be determined by the bylaws of the Missouri State Women's Political Caucus.

3. Delegates will be chosen as follows:

a. The delegates shall be elected by nominations from the floor.

b. In order to insure a full representation of this organization on the State Board, alternates shall be elected at the time other delegate selections are made. These alternates will be designated in priority order by the nominating committee. If a delegate is unable to fulfill her duties on the State Board, the first alternate shall take the delegate's place.

I. NATIONAL CONVENTION

1. The delegate selection to the national convention for the purposes of voting shall conform to the bylaws of the NWPC and the MO State Political Caucus.

2. The President shall represent the GKC/WPC at the National Convention. The Vice President shall be the alternate representative, if the President is unable to attend.

J. GROUNDS AND PROCEDURES FOR REMOVAL FROM OFFICE

1. Elected officers may be removed from office for any of the following reasons:

a. Failure to attend three consecutive Board of Directors meetings without good cause;

b. Non-compliance with stated duties of the office.

2. Officers may be removed by a two-thirds vote of membership in attendance at a general meeting of this organization provided that a motion for said removal has been submitted in writing, and sent to all current members at least fifteen days in advance of such meeting.

K. QUORUM

A majority of the Board shall constitute a quorum for the transaction of business, and the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. At regular membership meetings, ten (10) members of the organization shall constitute a quorum for conducting routine business. The quorum shall be twenty-five (25) members at the Annual Meeting or a meeting to approve proposed changes in the By-Laws.

L. MEETINGS

1. A general membership meeting shall be held at least quarterly.
2. The last meeting of the year shall be designated as the Annual Meeting. Notice of the meetings and the proposed slate of officers shall be made thirty (30) days prior to the Annual Meeting to all dues paying members.

M. NOTICES

All required notices to members may be in writing, or via electronic communications for those who can be reached. Those members without electronic communications must receive mailed notices where required by provisions in these bylaws.

N. AMENDMENT OF BYLAWS

These By-Laws can be amended at any regular meeting of this organization by 2/3 vote of the members attending the meeting, provided a quorum of 25 members is in attendance and provided that the amendment has been submitted to the membership thirty (30) days in advance of the date of the vote.

O. BOOKS AND RECORDS

1. MAINTAINING BOOKS AND RECORDS

The Secretary shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors and membership meetings. The books shall contain:

- a. the names and business or home addresses of the current Board of Directors and Officers.
- b. minutes of all meetings of the Board of Directors or any committee thereof.
- c. actions of the Board of Directors taken by written consent without a meeting.
- d. appropriate accounting and financial records of all accounts.
- e. the most recent annual report filed with the State.
- f. these Bylaws and all current amendments thereto and all other records and information required by law.
- g. the books may contain either originals or copies of the documents set forth above.

2. INSPECTION OF RECORDS

- a. Any Director may inspect and copy, at the Organization's expense, all books and records of the organization. Any other person permitted to do so by applicable law may, upon complying with all requirements of such law, inspect those books and record of the organization permitted by applicable law.
- b. Upon payment of a reasonable charge covering the costs of labor and materials therefore, the organization shall, within a reasonable time, provide such person with copies of those portions of its books and records which such person is allowed to inspect by applicable law.
- c. Any Director or other person permitted to inspect and copy the books and records of the Organization may delegate such right to an attorney or other agent.
- d. The Organization may require Directors and all other persons inspecting or copying the Organization's books and records to do so in a manner that does not unreasonably interfere with the regular conduct of the Organization's business.
- e. No Director or other person inspecting or copying the books or records of the Organization shall use, permit to be used, or acquiesce in the use by others of any information so obtained in a manner prohibited by law.
- f. As a condition precedent to it allowing any person other than a Director to inspect or copy any of its books or record, the Organization may require such person to indemnify the Organization against any loss or damage that is may suffer which arises out of, or resulting from, any unauthorized use or disclosure of any information obtained in the course of such inspection or copying, unless prohibited by law.

P. INDEMNIFICATION

1. Generally: Except as otherwise provided in this Article, the Organization shall indemnify the Directors and its Officers to the greatest extent permitted. To the extent that State statute requires the Board of Directors to make certain findings before the Organization is obligated or

permitted to indemnify a Director or Officer, the Organization shall have no liability to any such person unless the Board of Directors, acting in good faith, makes all required findings.

2. Notification: Promptly after receiving a written threat, demand, or notice that any person will commence or has commenced an action, suit or other proceeding for which the Organization may be obligated to indemnify a person under the Bylaws, the effected Director or Officer shall promptly give written notice thereof to the President of the Board. A person's failure to promptly notify the Organization shall only relieve the Organization of its liability under this Article to the extent that such delay or failure materially prejudices the Organization's defense of such claim.

3. Not Exclusive. The indemnification provided herein shall not be exclusive of any other rights to which those seeking indemnification may be entitled under applicable law, the Bylaws, or any agreement with the Organization or a vote of the Membership.

ARTICLE V: FISCAL YEAR

The fiscal year of this organization shall begin on January 1 and end on December 31, in conformity with the fiscal year of the Missouri State Women's Political Caucus and NWPC National.

ARTICLE VI: GENERAL MATTERS

A. Payment Instruments: All of the Organizations notes, checks and other instruments for the payment of money shall be signed by the Officer or Officers or such other person or persons designated by the Board of Directors from time to time.

B. Contracts: The President, Vice President and Secretary shall have the authority to enter into contracts on behalf of the Organization. The signatures of at least two of these officers shall be required on any contract.

D. Expenditures: Expenditures shall be made only for purposes consistent with the mission of the organization. Expenditures for any new project shall not be made until specific approval, including the funding source, is given by the Board of Directors.

ARTICLE VII: ENDORSEMENTS

Endorsements of political candidates must comply with the current policies of the Missouri State Women's Political Caucus and the NWPC.

ARTICLE VIII: RULES

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases in which they apply and where they are not inconsistent with these bylaws.

ARTICLE IX: DISSOLUTION

This caucus may be dissolved only by a vote of the membership or by dec credentialing in accordance with the bylaws of the Missouri State Women's Political Caucus or the National Women's Political Caucus at the National level.

On dissolution, all funds and other assets shall go to the Missouri State Women's Political Caucus.

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