ARIZONA NOW BYLAWS

ARTICLE I. NAME

The name of the organization shall be ARIZONA NOW. It shall exist and operate as a unit of the National Organization for Women.

ARTICLE II. PURPOSE AND POLICY

Section 1. Purpose. The purpose of the organization is to take action to bring women into full participation in the mainstream of American society, exercising all privileges and responsibilities thereof in truly equal partnership with men. This partnership 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 age, race, physical disability, marital status, sexual preference, and parenthood. ARIZONA NOW shall provide a structure whereby ARIZONA NOW members may work together on the state level, coordinate the statewide activities of local chapters, convene chapters and promote initial and continued development, and provide services that are most efficiently and effectively provided by a statewide organization.

Section 2. Policy. This organization shall be bound by the National NOW bylaws, National NOW policy, and may take no action which is contrary thereto. In the absence of National policy, State policy may be established by the members on any subject directly related to the purposes of NOW.

ARTICLE III. MEMBERSHIP

Section 1. Members. Any person who is a member of National NOW and who is either a member of an ARIZONA NOW Chapter or is a member-at-large residing in Arizona and upon payment of ARIZONA NOW dues, shall be enrolled as a member. No person shall be excluded from membership, segregated or otherwise discriminated against within the organization.

Section 2. Voting Rights. Each member who has been a member in good standing for thirty (30) days prior to the date of any meeting of members shall be entitled to one (1) vote on each matter submitted to a vote of the members.

Section 3. Authority. The members, voting in Conference, shall constitute the policy-making body of the organization.

ARTICLE IV. MEETING OF MEMBERS

Section 1. State Conference. The State Conference shall be held annually in the spring, the date and site of which shall be proposed by the ~~organizing chapter and approved by the~~ State Board. ~~Responsibility for organizing the State Conference shall rotate among the chapters.~~ The purpose of the State Conference shall be to elect state officers in odd years, establish policy, elect an at-large representative to the State Board, and transact such other business as may come before the members. Not less than thirty (30) days prior to the State Conference, notice shall be mailed individually to all members of the organization.

The ~~chapter organizing the State Conference~~ State Board shall choose a conference committee, which shall select its chair. The conference committee shall establish time lines and budgets and shall develop plans for the State Conference with guidance and approval of the ARIZONA NOW Board; shall comply with ARIZONA NOW policy and bylaws requirements relating to the State Conference; shall work closely with state and chapter coordinators to be sure the State Conference is compatible with other ARIZONA NOW activities and programs; shall endeavor to choose a date that does not conflict with events planned by other organizations; and shall work to ensure participation in the State Conference by the greatest possible number of ARIZONA NOW members.

Section 2. Participation in Conference. No NOW member shall be required to pay a fee in order to participate in the business of the Conference and no distinction of any kind shall be drawn between those able to pay fees and those unable to pay fees.

Section 3. Quorum Twenty percent (20%) of members who are registered and in attendance, either in person or remotely, including two (2) officers, shall constitute a quorum for the transaction of business.

ARTICLE V. OFFICERS

The officers of ARIZONA NOW shall use the title "State Coordinator for."

Section 1. State Coordinator for NOW Policy/Spokesperson
Section 2. State Coordinator for Chapter Development
~~Section 3. State Coordinator for Leadership Training~~
Section 3. State Coordinator for Records and Meetings
Section 4. State Coordinator for Finance
Section 5. State Coordinator for Legislative Action
Section 6. State Coordinator for Political Action
Section 7. State Coordinator for Membership ~~and Newsletters~~

~~Section 9. State Coordinator for Publicity~~
Section 8. State Coordinator for Technology and Electronic Media

Positions which remain vacant for two years without being filled either at the State Conference or by appointment in accordance with the bylaws, and ~~without~~ for which there has been no acceptance of a candidate at the subsequent State Conference, may be deleted or recombined in a bylaw proposal.

Section 1. STATE COORDINATOR FOR NOW POLICY/SPOKESPERSON: shall adhere to NOW policy in all aspects of state business; shall obtain and distribute updates of NOW policy to all chapters in the state; and shall serve as the spokesperson for ARIZONA NOW. This officer shall be designated as ARIZONA NOW State President for purposes of officer identification and communication with National NOW and the Western Regional representatives; shall represent ARIZONA NOW at events and meetings; and shall maintain contacts with state leaders of allied organizations and keep them informed of NOW policy and activities. ~~shall receive and answer mail and phone calls on behalf of ARIZONA NOW and distribute information appropriately to state and local leaders; shall exchange information regularly with SW Regional NOW Representatives to the National NOW Board~~. S/he shall serve as the ARIZONA NOW delegate to the National NOW Annual Conference and report to ARIZONA NOW on the conference. ~~shall assume ARIZONA NOW responsibilities within the SW Region of NOW (filling of vacancies, regional conference work, etc.)~~; This officer may delegate any of the above responsibilities to others as needed for specific situations.

Section 2. STATE COORDINATOR FOR CHAPTER DEVELOPMENT: shall develop and help expand existing chapters and assist with convening new chapters; shall seek to increase state membership by helping chapters increase chapter membership and by suggesting State Actions in which chapters may participate; shall be responsible for developing outreach programs to young feminists, minority women, LGBT, and disability groups; shall monitor compliance with a state diversity plan; shall develop and implement training programs for NOW Consciousness Raising leaders; ~~shall work to establish and maintain a NOW Consciousness Raising program in every chapter of ARIZONA NOW~~; shall work closely with other state coordinators to ensure the specific needs of the chapters are met; and shall serve as the liaison to the National Action Center and the Western Regional Representatives to the National NOW Board for chapter and state development issues.

~~Section 3. STATE COORDINATOR FOR LEADERSHIP TRAINING: shall create and update a leadership manual; shall chair the Nominations Committee for Annual State Elections; shall provide at least one training session for the state and local chapters; shall provide assistance and guidance as necessary to encourage every NOW chapter in Arizona to do at least four actions per year.~~

Section ~~4~~ 3. STATE COORDINATOR FOR RECORDS AND MEETINGS: shall take the minutes of all ARIZONA NOW Board meetings and ARIZONA NOW conferences and disseminate them to all chapters and state leaders within thirty (30) days of such meetings; shall maintain a copy of the minutes, including any and all documents such as financial reports and committee reports, in a permanent file; shall disseminate to state and local leaders of ARIZONA NOW an updated copy of ARIZONA NOW bylaws, policy, and procedures changes, if any, following the annual conference; shall develop a plan to archive on a continuing basis the records of ARIZONA NOW; shall encourage the participation of chapters and state coordinators in ARIZONA NOW Board meetings by preparing and circulating meeting notices and agendas two weeks in advance of each meeting; ~~shall arrange facilities, food, and child care as needed for ARIZONA NOW Board meetings~~; shall facilitate the beginning of ARIZONA NOW Board meetings (introductions, agenda review and consent, choosing facilitators, etc.)~~; may arrange for a brief meeting skills training at each ARIZONA NOW Board meeting~~.

Section ~~5~~ 4. STATE COORDINATOR FOR FINANCE: shall have charge of and be responsible for all funds of the organization; shall give receipts for all funds received by the organization; shall deposit such funds in state accounts in a depository authorized by the Board; shall maintain accurate records of receipts and disbursements; shall disburse funds as authorized by the Board; shall coordinate the preparation of a biannual budget for ARIZONA NOW for approval by the ARIZONA NOW Board; shall provide financial reports at each meeting of the ARIZONA NOW Board; ~~shall arrange ARIZONA NOW annual audit of the ARIZONA NOW financial records each July (refer to Article XV, Finance)~~; shall submit tax forms, such as Federal Form 990-N, as required; shall submit necessary materials to National NOW to obtain funds; shall coordinate fund-raising events and activities as directed by the State Board; shall ensure the names of only the current and immediate past State Coordinators for Finance have signature authority on ARIZONA NOW financial accounts.

Section ~~6~~ 5. STATE COORDINATOR FOR LEGISLATIVE ACTION: shall monitor proposed state legislation for bills that forward NOW's goals or threaten our gains and/or rights and advise the State Board and chapters on the appropriate response to these bills; shall be liaison to the national NOW Action Center on legislative issues; shall work with the Political Action Coordinator to ensure exchange of ideas and information; shall serve as ARIZONA NOW spokesperson to the Arizona State Legislature; shall coordinate ~~a Lobbying Skills Workshop each year at the State Conference~~ lobbying skills workshops, as needed; and may provide chapters with guidance in establishing local legislative action programs.

Section ~~7~~.6. STATE COORDINATOR FOR POLITICAL ACTION: shall serve as Chair of the ARIZONA NOW Political Action Committee (PAC), report to the ARIZONA NOW Board on PAC activities and seek the guidance and approval of the ARIZONA NOW Board on behalf of PAC; shall comply with state, national, and local requirements for PAC activity; shall be the liaison to the National NOW PAC; shall work closely with the Legislative Coordinator to

ensure the exchange of ideas and information; and may provide guidance to chapters on establishment and activity of local chapter NOW PACs.

Section ~~8~~.7. STATE COORDINATOR FOR MEMBERSHIP ~~AND NEWSLETTERS~~: shall work with chapters and National NOW to maintain accurate records of NOW members in Arizona; shall provide National Board members from Western Regional NOW, state leaders, and chapters with regularly updated lists of NOW leaders in Arizona including addresses of State Board members and chapter coordinators; shall supervise access to computer lists, mailing labels, etc., in accordance with ARIZONA NOW policy; shall monitor emails sent to AZ NOW; and shall chair the Nominations Committee for State Elections.

~~Shall arrange for the writing, editing, publishing, and distribution of a newsletter to all members of NOW in Arizona on a schedule to be determined by the State Board.~~

~~Section 9. STATE COORDINATOR FOR PUBLICITY: shall write and distribute publicity releases on ARIZONA NOW news to media throughout the state; shall update the media list on a regular basis; shall submit articles about ARIZONA NOW to the National NOW Times; shall specifically include media outlets reaching diverse population groups; may develop promotional and advertisement materials to support NOW programs.~~

Section ~~10~~.8 STATE COORDINATOR FOR TECHNOLOGY AND ELECTRONIC MEDIA: ~~shall work with the State Coordinator for Membership and Newsletters to distribute an electronic version of the newsletter; shall regularly maintain and update the ARIZONA NOW website; and shall maintain ARIZONA NOW's presence in other forms of electronic media, as appropriate.~~ shall regularly maintain and update the ARIZONA NOW website and ARIZONA NOW'S presence across other forms of electronic media, as appropriate; shall support a unified digital strategy, and ensure both consistency and security, for the websites and electronic media of ARIZONA NOW and the chapters; shall assist chapters in updating their websites, as needed; shall manage domain renewals for ARIZONA NOW and the chapters; shall oversee access to essential digital platforms and accounts.

ARTICLE VI. NOMINATIONS

Nomination of candidates for office shall be by announcement from the floor of the State Conference. Only members in good standing for a period of no less than 30 days ~~six (6) months~~ prior to the State Conference shall be eligible to hold office.

The State Board may choose to form a Nominating Committee and shall endeavor to include at least one member from each chapter. The committee shall make an effort to present candidates from each active state chapter and from the at-large membership in proportion to their percentage

of the total state membership at the end of the calendar year preceding the year of elections. This proportional representation shall serve as a guideline, not a requirement.

ARTICLE VII. ELECTIONS

Officers shall be elected ~~every second year~~ in odd years by a majority vote of the members present and voting at the State Conference whose preferences are counted in the final tally at the State Conference. If there are more than two (2) persons running for the same office, preferential voting shall be used. Balloting shall be conducted according to the parliamentary authority prescribed in these bylaws.

ARTICLE VIII. TERM OF OFFICE

Officers shall serve from the conclusion of the State Conference at which they were elected until the conclusion of the State Conference two years after their election, or until their successors shall have been duly elected or appointed. No person shall be eligible for election to any office for more than two (2) consecutive terms with the exception of the State Coordinator for Legislative Action, who shall be eligible for no more than three (3) consecutive terms. For the third term, the State Coordinator for Legislative Action shall select a co-coordinator and both shall be confirmed at the State Conference.

ARTICLE IX. ACCOUNTABILITY

Section 1. Candidates. Candidates for state office may indicate in their nomination presentation, on forms provided by the State Conference Committee, those areas described in the bylaws or operating rules for which they do not commit their efforts. These forms shall then become part of the State Conference record. No grievance may be filed against an officer for failure to act in an area so indicated.

Section 2. Limitations. No more than one (1) office may be held by the same person. The offices of State Coordinator for NOW Policy/Spokesperson and State Coordinator for Finance may not be held by more than one (1) person. The other offices may be held by more than one (1) person as co-coordinators.

Section 3. Requirements. Officers are required to attend at least two-thirds (2/3) of the State Board meetings. If they cannot attend a meeting, they shall notify the State Coordinator for Meetings in advance and send a written report to the meeting. At each State Board meeting Coordinators shall make a brief verbal report on their activities since the last meeting. Failure to do so or to carry out the duties of the office as specified in the job description for that office will

subject that Coordinator to a warning from the Board, followed by removal procedures as outlined in Article XI.

Section 4. Financial Guidelines. The Board shall set financial guidelines as part of the State NOW operating rules, with a limit on spending by any officer without Board approval.

ARTICLE X. VACANCIES

A vacancy in any office shall be filled with any member of ARIZONA NOW who meets the qualifications. A vacancy in any office may be filled by a majority vote of the Board members present and voting at a regular meeting of the State Board.

ARTICLE XI. RECALL OR REMOVAL OF COORDINATORS AND BOARD MEMBERS

Section 1. Recall. Recall of a State Coordinator may be initiated by a petition signed by ten percent (10%) of the state membership, not all of whom may be from the same chapter. Grounds for recall must be stated in writing to the STATE COORDINATOR FOR ARIZONA NOW POLICY/SPOKESPERSON, who shall notify the State Board and chapters within five (5) days of receipt thereof, and must be printed on each petition. Time for collecting signatures may not exceed sixty (60) days from the date of notice to the Board and chapters. Mailed petitions shall be postmarked no later than the 60th day and verification of the petitions and written notice to the coordinator subject to recall and person filing petitions of the status of the recall election shall be accomplished within three (3) days of certification or failure thereof, a recall election shall be held by postal ballot. The required number of signatures shall be determined by the total state membership at the time of the State Conference prior to the date of the filing of recall charges with the STATE COORDINATOR FOR ARIZONA NOW POLICY/SPOKESPERSON. On the ballot sent to the membership, the grounds for recall must be stated. A two-thirds (2/3) vote of those voting shall be required for removal from office. Ballots must be returned within seventeen (17) days of the date on the ballot; in no event shall the time for recall extend beyond sixty (60) days after the date the recall signatures have been certified by the Records and ~~Archives~~ Meetings Coordinator.

Section 2. Removal. After notice and opportunity for a hearing, the State Board, by a two-thirds vote of its actual membership, may remove from the Board any state coordinator or other Board member or recommend to the National NOW Board the removal of a chapter charter or membership if the Board determines that the party or chapter in question has (as appropriate) (1) missed more than two board meetings without excuse; (2) made public statements representing NOW that are contrary to NOW policy; (3) engaged in activities that are specifically against NOW policy; (4) been convicted of a violent crime or felony other than those

for which NOW has proposed decriminalization; or (5) mishandled or misappropriated NOW funds or property or engaged in actions of an equally serious nature.

ARTICLE XII. STATE BOARD

Section 1. General Powers. The Board shall manage the affairs and control the funds and property of the organization, and may adopt necessary rules and regulations, all being subject to the instructions or decisions of the State Conference, provided that actions taken by the Board shall not be in opposition to, nor in modification of, the purpose or policy of the National or State organization. The Board shall take such other action as is necessary to implement the purpose of the organization.

Section 2. Voting Rights. Each Board member is entitled to one (1) vote on each matter submitted to a vote of the Board. No Board member can hold any other voting position on the Board concurrently.

Section 3. Regular Meetings. Meetings of the Board shall be held not less frequently than quarterly. Written notices and a proposed agenda shall be given to the Board members not less than thirty (30) days in advance of the meeting.

Section 4. Special Meetings. Special meetings of the State Board may be called by or at the request of twenty-five (25%) of the members of the Board, provided that twenty-five percent (25%) of the coordinators, twenty percent (20%) of the member chapters, and twenty percent (20%) of the committees are represented among the members calling such meetings. The persons calling such special meetings may fix any place with the state as the place for holding any special meetings called by them. Seven (7) days prior notice shall be required for special meetings of the Board; business to be transacted at special meetings shall be specified in the notice of each meeting.

Section 5. Quorum. Thirty percent (30%) of the members of the Board, including two (2) coordinators, shall constitute a quorum.

Section 6. E-Voting. If it should be necessary to vote on a time-sensitive matter between regular meetings of the board (i.e., a matter that must be decided before the next meeting), voting may be conducted by e-mail ~~or telephone. Those members of the board who do not have access to e-mail will be contacted by telephone~~. It shall be the responsibility of the board member conducting the vote to ascertain that s/he has a current list of all board members' e-addresses ~~and/or phone numbers. An announcement of the forthcoming vote will be made at least 48 hours before the vote is to begin.~~ The member conducting the vote shall set the deadline for response

and shall receive and tally responses or designate another person to do so. The deadline shall be a minimum of 72 hours from sending of the message. If a member has concerns about the proposal, they may be presented to the other board members via e-mail or phone, or they may be held for the next regular board meeting. Responses from a quorum of the board (see section 5) shall constitute a quorum for the purposes of e-voting. The member conducting the vote will inform the board of the result at the next regular meeting.

ARTICLE XIII. MEMBERS OF THE BOARD

The State Coordinators, Chapter ~~Coordinators~~ Presidents, a representative from each State Committee, chapter representatives to State Board, and an at-large representative shall comprise the State Board.

ARTICLE XIV. COMMITTEES

Section 1. Formation and Purpose. The State Board by majority vote, or the State Conference by adoption of a resolution, may establish a State Committee and appoint a convenor thereof for the purpose of planning and directing the work necessary to realize the goals of the organization in a specific area.

Section 2. Structure. Committee chairs shall be appointed by the STATE COORDINATOR FOR ARIZONA NOW POLICY/SPOKESPERSON with the advice and consent of the State Board and other members of said committee. ~~Openings for committee chair positions shall be advertised in the official communications of all member chapters or by an every-member statewide mailing at least one month prior to projected selection. The STATE COORDINATOR may appoint a temporary committee chair to fill a vacancy until the State Board can advertise and ultimately advise and consent to the STATE COORDINATOR'S choice. At least two (2) chapters must be represented in the membership of each committee.~~

Section 3. Voting Rights. Each committee shall have one voting representative at each meeting of the State Board. Chairs of committees shall send written reports to the Board at each regular Board meeting. The Committee Chairs shall keep the Board informed of the membership of the committee in their regular reports.

ARTICLE XV. FINANCE

Section 1. Dues. Annual dues shall be payable on the anniversary date of the month the member joined as determined by the National NOW membership records. The amounts of state regular and hardship dues for new members and the amounts of both state and chapter regular

dues for renewing members shall be fixed by a three-quarters (3/4) vote of the Board members present and voting at a regular meeting of the State Board.

Section 2. Transmittal of Dues. New chapter members shall pay annual dues to their chapter treasurer, who shall be responsible for forwarding ~~both the state and national portions to the State Finance Coordinator~~ the funds to national NOW monthly. New at-large state members may join by paying annual ~~state and national~~ dues to the state Finance Coordinator, who shall be responsible for forwarding the funds to national NOW monthly. All renewing members shall pay their annual dues through the national central dues collection system.

Section 3. Fiscal Year. The fiscal year for ARIZONA NOW shall run from July 1 to June 30. All reimbursements and deposits for this period must be submitted prior to June 30 of that said year's business. The ARIZONA NOW budget will cover the two fiscal years following the election of new state officers.

Section 4. Signature Authority. At all times, the current and immediate past State Coordinator for Finance shall have signature authority for all ARIZONA NOW investment, banking and other financial accounts. Any other signatory on these accounts shall be invalid.

ARTICLE XVI. GRIEVANCES

It shall be the responsibility of the State Board to resolve members' grievances brought to its attention only after all other grievance remedies at the local levels have been exhausted.

The State Board shall appoint, by lot, three (3) of its members who shall arbitrate the grievance pursuant to applicable disciplinary procedures provided by the parliamentary authority designated by these bylaws and whose decision may be appealed to the National Board.

The grievance panel may, if it deems appropriate, recommend to the National Board removal pursuant to Article XI.

ARTICLE XVII. AMENDMENTS TO BYLAWS

These bylaws may be altered, amended or repealed, and new bylaws may be adopted, by a three-fifths (3/5) vote at a State Conference, provided that:

(a) amendments shall have been proposed by the State Board, a member chapter, or by petition of five percent (5%) of the members, and

(b) such proposed amendments shall have been sent via electronic mail~~ed~~ to members in good standing not less than thirty (30) days prior to the State Conference at which such amendments shall be discussed and voted upon.

For those members in good standing who have not provided ARIZONA NOW with email addresses, the State Board shall devise an alternative means of notice, including placing a link to the proposed amendments on the ARIZONA NOW website and mailing postcards to these members directing them to the website and link.

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

Except as herein provided, all proceedings of this organization shall be governed by Robert's Rules of Order, Newly Revised. The State Board and chapters may structure meetings, officer positions, voting procedures and similar matters according to the principles of Cooperative Leadership.

ARTICLE XIX. DISSOLUTION

ARIZONA NOW may be dissolved only by mail ballot in which not less than two-thirds (2/3) of the members voting and who are in good standing approve of such dissolution. All ballots returned within forty-five (45) days from the date of mailing shall be used to determine the results. Upon dissolution of ARIZONA NOW, the coordinators and Board shall, after paying or making provisions for payment of all liabilities of the organization, remit all remaining assets to National NOW or to the Arizona sub-units of NOW.