

Hollywood NOW
Chapter Bylaws and Operating Rules
Adopted 07/18/2017

ARTICLE I. NAME

The name of the organization shall be the Hollywood Chapter of NOW.

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, or parenthood. Specific to the Hollywood Chapter, our focus in purpose is to address and serve the needs, issues, and concerns of women in Hollywood both geographic and entertainment industry. We're working to see more equitable treatment and representation of women in our community and industry. In our never ending efforts to creating a defiant sisterhood and a movement towards empowering women and young girls to be extraordinary leaders, Hollywood NOW also carries the mission to bring advocacy and awareness to the social justice issues that transgender women face in our society.

ARTICLE III. MEMBERSHIP

Any person who subscribes to its purpose and who is a member of National NOW may, upon payment of dues, be a member of the Hollywood Chapter of NOW.

ARTICLE IV. POLICY

The Chapter shall be bound by the National NOW bylaws and policy.

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. Additional rules regarding the number and types of meetings shall be contained in the operating rules of the Chapter.

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.

ARTICLE VII. OFFICERS/BOARD

Section 1

The officers shall be a President and a Treasurer and such other offices as may be determined by the operating rules. The composition and duties of the Board of Directors, if any, shall be specified in the operating rules of the Chapter.

Section 2

The officers and board shall be elected annually at the annual meeting. The time and date of the annual meeting shall be set forth in the operating rules of Chapter. If there is an vacancy, the President shall be able to appoint individuals to a board position to fill a vacancy prior to the annual election.

ARTICLE VIII. COMMITTEES

Type of committees, their purpose, leadership, and membership shall be determined by the operating rules of the Chapter.

ARTICLE IX. NOMINATIONS

The nominating procedure shall be determined by the operating rules of the Chapter.

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 are eligible to vote and must be notified of the election by the procedure prescribed in the operating rules of the Chapter. Community members that attend Hollywood NOW chapter meetings are not allowed to vote in election procedures or other major chapter business such as event sponsorship and co-sponsorship. The President has the power to decide the appropriate voting rights of non-members.

ARTICLE XI. DELEGATES TO NATIONAL CONFERENCES

Delegates and alternatives to the national conferences shall be elected in the number, manner, and timing determined by the national bylaws and National Credentials Committee. All Chapter members must be notified 30 days in advance of this election. Further procedures for the election of delegates and alternates shall be detailed in the operating rules of the Chapter.

ARTICLE XII. GRIEVANCE PROCEDURE

There must be a grievance procedure specified in the operating rules of the Chapter.

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 the Chapter wishes. The operating rules must be accepted by a 2/3 vote of the Chapter members present and voting must provide a method for amending the rules to give the membership written notice of an intended change and require a 2/3 vote of the membership present and voting.

ARTICLE XIV. AMENDMENTS

These bylaws may be amended by a 2/3 vote at any meeting of the Chapter providing:

- (a.) Proposed amendment has been submitted to the president 60 days in advance of the meeting.
- (b.) The proposed amendment has been mailed to the members 30 days in advance of the meeting or published in an every member publication 30 days in advance of the meeting.

ARTICLE XV. DISSOLUTION

The Chapter may be dissolved upon a 2/3 vote of its members present and voting. 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 unit of NOW.

It is acknowledged that no specific language is proposed for a chapter's Diversity or Affirmative Action Plan, which is required for all NOW chapters, in either these bylaws or in the Model Chapter Operating Rules. Chapters should contact the Chapter and State Development Department if they have questions concerning the development of language for their plans.

Model Operating Rules for Chapters Adopting the Model Bylaws

I. Meetings

Chapter meetings shall be held at least eight (8) 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.

II. Dues

New members' dues shall be \$35. Reduced dues are available on a sliding scale from \$15 to \$34. (\$40 in California, Arizona, Illinois, Michigan, New York, Indiana, and Connecticut — 1999). Central dues shall determine renewing members' dues. Members of the community at-large are free to come to chapter meetings but are not allowed to cast votes in chapter elections.

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 be the principal executive officer and spokesperson of the Chapter; Shall carry out the policies and be governed by the by-laws of the HOLLYWOOD CHAPTER OF THE NATIONAL ORGANIZATION FOR WOMEN; Shall do everything necessary to carry into effect policies of this organization as voted upon by the membership; Shall appoint special committees as necessary to the functioning of the Chapter; and, ensure that all committees meet as needed and that they report on their activities at membership/E-Board meetings; Shall prepare an agenda; Shall supervise the activities of the Standing Committees; Shall perform such other duties as are implicit in the title. The President shall also appoint individuals to vacant board positions to maintain the proper operation of the chapter until the annual election. The President will report to the Executive Board.
2. **The Vice-President**, who shall assist the President and chair meetings in the absence of the President. They shall report directly to the President.
3. **The Secretary**, who shall take and keep the minutes of both board and chapter meetings and attend to general chapter correspondence. They will report directly to the President.
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 written reports to the board and membership. They will report directly to the President.
5. **The Governmental and Non-Profit Officer**, who shall interface with negotiations and dealings with various non-profits and local and federal governmental agencies and all duties and responsibilities that come along with such associations. They will report directly to the President.
6. **The Communications Officer**, shall deal with the upkeep and maintenance of the chapter website and all social media accounts and report directly to the President. Additionally, the officer shall create any communication materials needed by the chapter as well as maintain the chapter's various social media accounts. Shall do everything necessary to assist the President in the performance of his/her duties; Shall appoint

members to the Standing Committees on Social Media, and WEB Site & Social Media; Shall perform such other duties as are implicit in the title.

7. **The Legislation Officer**, shall be supervised and report directly to the President, shall develop, implement, and maintain a plan for managing the chapter's review and endorsement of (or opposition to) legislation, including, but not limited to, a chart that tracks the chapter's positions on various bills; Shall review relevant proposed legislation and keep the membership informed as to the existence and status of legislation relative to the furtherance of the purposes of the chapter; Shall seek to expand the Chapter's focus by providing information and expertise so that the Chapter may discuss and formulate positions on the broad spectrum of issues that concern members as citizens of the larger community; Shall identify and recommend to the Chapter's lobbying actions including at least one "Annual Lobby Day" each for Federal, State, and local legislation, either independently, or in conjunction with other organizations; Shall, in conjunction with the Communications Officer, publicize the Chapter's positions on pending legislation; Shall draft position statements, subject to ratification by the Chapter; and, Shall propose opportunities to work in conjunction with other progressive organizations to advance our positions and leverage the Chapter's voice.

B. These officers shall constitute the board. The board shall meet at least 2-3 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 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.

D. Qualifications and terms of office.

1. All officers shall have been members of NOW for six(6) months prior to election. Each officer shall serve a two-year term.
2. No person may hold two offices concurrently.
3. Officer's terms shall begin immediately following the adjournment of the election meeting at which they are elected and shall run through November of the following year where elections are held again.
4. Any person who is appointed to fill a vacancy or who assumes the office of president due to a vacancy, and officers elected shall be eligible to serve two full consecutive terms in their office.

IV. Committees

The Board shall have the power to appoint committees for specific purposes and dissolve them when those purposes have been fulfilled. Chairs of said committees shall be members of the chapter and shall be appointed by the board.

V. Nominations

The chapter board shall approve an election committee at least 90 days prior to the annual meeting. The election committee shall solicit nominations for officers from the entire membership at least 60 days prior to the annual meeting. At least 30 days before the annual meeting, the names of those persons who have been nominated shall be mailed to each chapter member with a notice of the date, time, and place of the annual meeting. Nominations may also be received from the floor at the annual meeting.

VI. Elections

A. The election of officers shall take place at the annual meeting, which shall be held in November of each year.

B. Elections shall be conducted by the Elections Committee. Preferential balloting shall be used if more than two persons are running for the same office.

VII. Delegates to National Conference

A. Any member of the chapter who qualifies for election as a delegate/alternate to the National Conference shall be eligible to run for election. If the chapter is unable to fill all of its allotted delegate and alternate slots with chapter members, any eligible member of NOW may be elected.

B. All chapter members are eligible to vote. There shall be separate ballots for delegate and alternate. Each member may cast as many ballots as there are delegate and alternate slots to be filled.

C. Notice of the election of delegates and alternates shall be given as far in advance as possible. All nominations shall be from the floor. The president shall appoint at least two non-candidates to conduct nominations and elections.

VIII. Grievance Procedure

In the event of a grievance, 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 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. Should they fail to resolve the controversy, the matter may be referred to the state NOW.

IX. 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 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 2/3 of those members present and voting.

Date of Adoption:

07/18/2017

Signed:



John Erickson

President, Hollywood NOW