

# 40th United Bylaws

## Mission Statement

This organization shall be known as the 40th United Independent Political Organization. It shall encourage the broad participation of neighbors in promoting progressive political activity in the 40<sup>th</sup> Ward, including mutual aid efforts, electing progressive candidates, promoting progressive policy, and educating neighbors on issues.

## MEMBERSHIP

Membership is open to individuals who accept and abide by the bylaws, principles of 40th United, and contribute dues of money or time. Membership shall be defined as consisting of both Members and Voting Members with requirements listed as:

### **A Member:**

- Must be a resident of the 40th Ward or otherwise have a demonstrable tie to the 40th Ward, as determined by the Board of Directors.
- Must disclose any potential conflicts of interest to the Board of Directors upon joining, including but not limited to:
  - current or former employment by current or former elected officials who preside over 40th Ward boundaries (including the Mayor's Office); close association (e.g., family, employment, or volunteer work) with political campaigns in opposition to candidates endorsed by 40th United during the current election cycle.
- Elected officials may only be members outside of their professional capacity, and act within the following guidelines:
  - Cannot vote.
  - Cannot participate in discussions surrounding a vote.
  - Can be removed from any meeting at discretion of Board Directors.
    - Any Member who would like an elected official removed from a meeting due to personal or conflicting values can request removal by private messaging any Board member during a meeting, except for when:
      - The elected official was invited in their official capacity to the meeting. They retain their right to stay in the meeting, so long as their behavior is in accordance with that expected of Members.
  - Will not have access to the 40<sup>th</sup> United slack channel. If they wish to share community related matters, information can be posted on their behalf by, and at the discretion of, the Board of Directors (submitted via email to 40thUnitedIPO@gmail.com)

### **A Voting member:**

- Must be a Member in Good Standing and meet the following requirements:
  - Must pay dues or volunteer time (which can be fulfilled through a monthly minimum donation of \$5 or 5 hours)
  - Cannot be an elected official.

## Dues

There shall be monthly dues that can be fulfilled by either monetary or volunteer work options, the minimum amount of which shall be determined as part of the annual budget process prior to the commencement of each annual dues cycle. Monetary dues can be collected either electronically or in cash.

The cost of monetary dues should never be an impediment to becoming a member. Members can decide for themselves whether they will pay a monetary amount or commit to volunteer work approved by the IPO (such as mutual aid work, phonebanking, policy research, canvassing and flyering, etc.), and communicate this to the Board of Directors. The amount and type of dues paid will remain confidential between an individual and relevant parties on the Board of Directors.

- Members who typically pay monetary dues but are not able to pay in a given month or year can remain current on their dues by notifying the Board of Directors that they need a volunteer work assignment for that time.

## Good Standing Requirements

- No Member may harass or discriminate against anyone on the basis—real or perceived—of race, religion, creed, ethnicity, age, disability, gender, gender presentation or expression, sexual orientation, or national origin.
- Any member who is past due on monetary or volunteer work dues for more than thirty (30) days without contacting the Board of Directors shall be considered in default on dues. A member in default on dues shall be notified after every fiscal quarter (approx. 3 months) and shall have all voting membership privileges suspended until dues are made current or other arrangements are made with the Board of Directors.

## Responsibilities and Powers of Members

- May attend, offer feedback, on decisions relating to organizational priorities during general and committee meetings.
- May plan and participate in actions, canvasses, and virtual or in-person events.

## Responsibilities and Powers of Voting Members

- May start their own committees with general Membership approval.
- May nominate self or other Voting Members for Board of Directors or committee chair positions.
- May circulate petitions calling for the removal of a Board Director
- May circulate petitions calling for amendment of bylaws.
- May cancel membership at any time, for any reason, but will not receive a refund on membership dues.

## Revocation of Status/Removal

- Any Member found to be in violation of the bylaws will be subject to removal without refund of membership dues as decided by the Board of Directors and affected parties if no resolution is possible. Every reasonable effort will be made by the member and the involved parties to reach a resolution before removal.

- The Board of Directors reserves the right to remove any Member who does irrevocable harm to another member and/or the organization at large, without refund of membership dues.

## **ELECTIONS**

### **BOARD OF DIRECTORS**

#### **Terms of Service and Adding New Directors**

The Board of Directors shall consist of three co-chairs, with additional Directors' roles being open to ratification by amendment at the time of election. The Directors shall serve 2 year terms. The Directors may at any time during their term vote to recommend to the membership adding a new director to the Board, so long as the Board remains an odd number of Directors. The new at large Director may be added only after the recommendation is ratified by a majority of vote of the all members of the board. Votes may be submitted by proxy.

#### **Process**

Elections shall take place every two (2) years. Voting Members determined to be in good standing retain the right to vote.

#### **Eligibility**

To run for the Board, a person must be a dues-paying Voting Member (in money or time), in good standing with the IPO, and have attended a minimum of six events, including at least three general membership meetings.

#### **Nominations and Vote**

- Nominations for the Board shall be taken at least ten days prior to the start of voting, and may be submitted by others or oneself. The deadline to nominate someone other than oneself will be one week before the start of voting, and the nominee shall be notified by the election officiants by or immediately after this deadline.
- Nominees should submit a short statement of intent to the Board of Directors by the end of the nomination period to signify their desire to run for office.
- Vote takes place by motion of a Voting Member, followed by a second, and a count of those in favor or opposed (abstention does not count as a "no" or "yes" vote)
- This section to be ratified by amendment no later than May 27, 2021

#### **Resignation and Removal of Members of the Board of Directors**

Board of Directors members may resign by doing so in writing to the Board of Directors.

Any Board of Directors member may be removed by the Board of Directors at large if:

- The member would be considered derelict in duty and the seat shall be declared vacant.
- Financial impropriety is discovered.
- Confidentiality of meetings, events, platforms, or personal information is breached.
- An undisclosed conflict of interest is discovered or if a disclosed conflict of interest is not resolved to the satisfaction of the Board of Directors at large.

Any Board of Directors member may be removed from office by Voting Membership if:

- Petition from any Voting Member in good standing within the organization must be submitted to the Board and must be joined by at least one other Voting Member also in good standing.
- A petition for removal must state the reason for removal of the Board Member in question.
- Once a petition is received by the Board of Directors, a Resolution Meeting between petitioners and the Board of Directors will take place within 7 Days of receiving the petition.
- In the event no resolution can be found in Resolution Meeting, a vote for removal shall take place no sooner than 2 weeks from date of Resolution Meeting, and no longer than 4 weeks after date of Resolution Meeting.

### **Vacancies and Appointments**

Should a vacancy occur on the Board of Directors through resignation or should a new Board of Director position be established by a vote of the Voting Members, the Board of Directors shall appoint to fill the vacancy. The resigned director shall not have influence over the vacancy appointment. The appointed director shall serve out the remainder of the term. If there is a tie by vote of abstention, the tie will be broken at the next general membership meeting by a plurality.

## **DECISION-MAKING PROCESSES**

### **General Meetings**

Binding decisions made at general membership meetings shall meet the following criteria:

- Quorum is established.
  - **Quorum**
    - The attendance of at least 2/3 (66%) of the Directors shall constitute a quorum. The action of the Board of Directors in attendance and voting at a meeting at which a quorum is present constitutes an action by the Board of Directors.

### **Committee Meetings**

No binding vote on any motion that would impact the IPO as a whole may be taken at a committee meeting (with the exception of the Board of Directors). Such votes must be taken at general membership meetings.

### **Outside of Meetings**

Voting on amendments, during elections, and other measures as the Board of Directors sees fit may be conducted online. The Board of Directors will contact the current voting member list to confirm that all members have access to the method of voting before any election or amendment process. If any do not, the committee will assist the members with gaining access or arrange an alternate voting mechanism.

# MEETINGS

## Board of Directors

The Board of Directors will meet in advance of each biweekly meeting to determine agenda items for group discussion. They will also solicit input on agenda items from general membership, and circulate the finished agenda, in advance of each full group meeting. Notes will be made available no more than 48 hours following meetings.

## Governing Rules

The IPO uses Robert's Rules of Order and as the operating rules which all of the above meetings will abide by. Meetings will also strive to use consensus decision-making as much as feasible, though this should not be construed to prevent the option of calling a decision to a vote, unless otherwise stated.

### Robert's Rules

- Meetings shall be conducted in accordance with the rules contained in Robert's Rules of Order, Newly Revised where use of such rules is applicable and consistent with these bylaws.
- Any member in attendance may request that the meeting proceed pursuant to these rules.
- At any meeting using Robert's Rules of Order, a summary resource of those Rules shall be made available to meeting attendees.

## Amendment Process

### Proposing Amendments

Additions, deletions, or amendments to these bylaws may be proposed in multiple ways:

- If one-fourth of the members at a general meeting vote in favor of proposing an amendment
- Individual members can bring an amendment to the Board of Directors for discussion and possible proposal to the entire membership at any time.

# CONFIDENTIALITY

## Access to Information

Personal information of members will be shared with only the people who need access to it for their work within 40th United. Personal information will not be shared with outside entities.

## Meetings and Discussions

Anything said in meetings, whether personal or organization-related, is considered confidential and intended only for the individuals present unless otherwise specified.

## Confidential Information

Confidential information shall include but is not limited to:

- Members' Personal Information. Phone numbers, addresses, place of work, or any other information that can be used to distinguish or trace a member's identity.
- Campaign Strategy. All strategy, plans, campaigns or any information used in any IPO-endorsed campaign.
- Action Strategy. All strategy and information used to plan direct actions.
- Slack/Social Media Platforms. Any internal communications, messaging, etc. within 40th United communication platforms.
- Sharing any photos, opinions, or campaigns on behalf of the IPO must be approved by the Board of Directors.
- Group Affiliations/Partnerships. Any information pertaining to partnerships, planning of endorsed events, or other collaboration with groups.
- Visitors/Potential Members. Anything said by those visiting general meetings, volunteers, speakers, or individuals who are deciding whether to become members.