



## **BYLAWS: CARPINTERIA-SANTA BARBARA CHAPTER CALIFORNIA WOMEN FOR AGRICULTURE**

February 2, 2019

### **Article I**

#### **Section 1. - Name**

We, as a community of women dedicated to preserving Agriculture, unite as “California Women for Agriculture” an action group and a voice for the agricultural industry. We shall be known as the Carpinteria-Santa Barbara Chapter of California Women for Agriculture, hereafter referred to as CSBC CWA, as a non-partisan, non-sectarian, non-commercial action group and as a voice for agriculture.

### **Article II**

#### **Section 1. -Objectives**

- a: To promote educational programs in order to develop the interest of women in agriculture and to promote agriculture in California.
- b: To involve our community in local and state agriculture issues
- c: To speak on behalf of agriculture in an intelligent, informative direct and truthful manner
- d: To keep CWA members informed on legislative activities pertaining to agriculture
- e: To join forces when the need arises to address agricultural problems in a specific community
- f: To improve the public image of farmers and to develop rapport among agriculture in our community, our County and throughout the state of California.

## Article III

### Section 1- Membership

Types of membership are as follows.

- a. Active: defined as willingness for public participation (\$40.00 annual membership fee)
- b. In-Active: defined as members who wish to support without participation (\$50.00 annual membership fee)
- c. Donors: defined as individuals, organizations, and businesses with willingness to provide silent support (\$100.00 annual membership fee)
- d. Student: High School, College or Trade School (\$20.00 annual membership fee) \$20.00 from the membership fee will be forwarded to State CWA.
- e. Honorary Membership: To be invited by executive committee
- f. Annual dues must be paid by January 31 of each year and are delinquent by April 1 of each year for continued chapter membership.

Membership applications will be presented to the Executive Committee for review before acceptance.

CSBC CWA membership shall be open to all persons who are interested

### Section 2 – Finances

- a. Donations from individuals and businesses who subscribe to the goals of this organization will be accepted.
- b. The Executive Committee must approve all expenditures over \$500.00
- c. CSBC CWA shall provide the Chapter's bank or financial Institution's name, branch and address along with the chapter's IRS Federal Tax ID # to the State Treasurer in an annual financial report due January 25 of each year.
- d. A financial committee of two, not including Board members, will be appointed each year by the chapter's President to perform an internal audit and submit a financial report. Two chapter officers must sign checks disbursed from chapter Accounts. All checks

written must have supporting documentation kept with Chapter financial records.

## **Article IV**

### **Section 1- Meetings**

- a. An annual meeting of CSBC CWA shall be held in October of each year for the purpose of electing officers for the ensuing year.
- b. General meeting of the CSBC CWA will be held monthly or bi-monthly. The Executive Committee will determine the time and place.
- c. The president shall call regular executive committee meetings.
- d. The Executive Committee shall call emergency meetings as needed.

### **Section 2 – Annual Operation**

The January through December “Calendar Year” format shall serve as the fiscal year for CSBC CWA.

## **Article V**

### **Section 1 – Officers**

- a. The officers of CSBC CWA shall be President or Co-Presidents, Vice-President, Secretary and Treasurer.
- b. Each officer shall be elected for a term of two years with no officer holding the same office for more than two successive terms with the exception of Treasurer. A CSBC CWA Treasurer may serve indefinitely upon biannual re-election.

### **Section 2- Duties**

President: It shall be the duty of the President to preside at the annual meeting and any and all other meetings of CSBC CWA. The Executive board has the authority to appoint standing task force directors or any other chairs of committees, who will support the efforts of CSBC CWA and shall function as an ex-officio member of such committees, except the Nominating Committee. The President of CSBC CWA shall serve as the voice for the CSBC CWA Chapter, and shall represent or appoint a representative for the chapter at approved meetings or events. The

President shall be the official CSBC CWA representative and shall represent the chapter at State Board of Directors meetings and state annual meeting or appoint an alternate representative. Preference for this alternate appointment shall be given to the Executive Committee, in order of position. The President, or alternate shall be reimbursed as described in Article VIII, Section 1 and Section 2. The President shall prepare meeting agendas, coordinate installation of officers at the annual meeting and perform other duties as noted in the bylaws.

The office of President may be held by either (1) a single President or (2) two Co-Presidents, at the discretion of the Nominating Committee. It shall be the responsibility of both Co-Presidents to work cohesively to assist each other in their Presidential tasks as noted in the bylaws.

*President and/or Co-President A Shall:*

- Preside at the annual meeting and all other meetings of the CSBC CWA.
- Direct all other officers.
- Appoint task force directors and committee chairs and oversee their activities.
- Oversee/arrange membership tours with committees.
- Help arrange informative & educational tours for the membership
- Attend Statewide meetings whenever possible.
- Be reimbursed as described in Article VIII, Section 1 and Section 2 of the bylaws.

*President and/or Co-President B shall:*

- Be the official representative of CSBC CWA at all Statewide meetings and submit reports to the Board, CSBC CWA General Membership meetings, and the Newsletter editor and prepare press release if applicable and submit such press releases to the Board for approval.
- Write a report when requested by the district director.
- Prepare press release to local media promoting any and all chapter activities.
- Assist Task Force Directors and Committee chairs when needed.
- Direct Membership Development including recruitment of new members, and maintain a current membership list.

*President elect shall:*

- Perform the duties of the President in the event of her absence.
- Work closely with the President and Task Force directors and committees.
- To oversee Education and Public Relations and be in charge of communications and perform other duties as noted in the bylaws.
- Assist with the newsletter, luncheons, help the president(s) arrange educational and informative tours for the membership and assist with general meeting arrangements as well as performing other duties as noted in the bylaws.

*Secretary shall:*

- Keep in authorized drop box, complete and accurate minutes of both the Executive Board and General meetings of CSBC CWA.
- Distribute copies, via email, the minutes to the officers within 10 (ten) days following the meeting. The minutes from the previous month will be reviewed at the next appropriate business meeting for approval.
- Correspond as requested by the President and shall maintain a file of such correspondence in the drop box.

*A list of the Chapter Officers names, addresses, phone numbers, and e-mail addresses shall be provided by the chapter secretary to the State Secretary by November 15 of each year for inclusion in the State Directory.*

In addition, give notice of meetings. Secretary will perform other duties as noted in the bylaws.

*Treasurer Shall:*

- Deposit all money in the bank account as designated by the executive committee.
- To disperse the chapter fund as ordered by executive committee
- Keep complete and accurate financial records, via Quickbooks, in permanent form in secured files in drop box.
- Provide a summarized report of expenditures and current balances at each meeting.
- Submit a Financial Report at the Annual meeting.

- Sending membership renewal notices.
- Share all necessary passwords with the executive committee
- In addition, shall perform all other duties as requested by executive committee.

### **Section 3 - Elections**

- a. CSBC CWA shall elect officers biannually by a majority vote of members present at the bi- annual meeting held in October. Officers shall be installed at the December meeting and assume the duties for the following two years.
- b. The terms of offices shall be limited to two successive terms, except as noted in Section 5 (Treasurer). The office of President shall be filled by a person who has held at least one other prior office.
- c. The President shall appoint every other year, a nominating committee in August of that year of at least two members, not including the President. The selection of nominating committee members shall be ratified by the Executive Board. The slate of nominees shall be presented at the September general membership meeting of that election year. The President shall announce that election of officers will be held at the October meeting of that election year. The nominating committee members cannot serve for more than two consecutive years. Persons nominated must be willing to serve actively in the chapter leadership and activities.

### **Section 4 - Executive Committee**

- a. The officers listed in Section 1-a of this article shall constitute the Executive Committee.
- b. The Executive Committee may be called to special session by the president. No major policy decision shall be made by the Executive Committee without the consent of the general Membership.
- c. Executive Committee meetings are open to the general membership unless closed by a majority vote of the executive committee.

### **Section 5 - Terms of Office**

Each office shall be elected for a term of two years with no officer holding the same office for more than two successive terms excluding the Treasurer who may serve indefinitely and at the pleasure of executive committee. However, an officer may be elected to another position subsequent to the two-year term of the original position.

### **Section 6 - Vacancy**

Vacancies in office shall be filled by appointment of the Executive Committee from the general membership and /or other Executive Committee positions.

## **Article VI**

### **Section 1- Committees**

The President of CSBC CWA with executive committee approval *shall appoint task force directors* who will be willing to carry out the work of CWA.

#### Task Force Directors

##### A. Issues and Legislation Director

Appointed Director responsible for monitoring issues, Legislation and regulations related to agriculture and making recommendations pursuant to these bylaws:

- Shall report to and coordinate their efforts through President Elect and other issue directors to determine the appropriate method of informing members on state and federal issues that require the immediate action of the membership.
- Shall keep the *Executive committee* and the general membership informed by means of written or oral reports.
- *May use the email, newsletter.* The primary responsibility is city, county, state and federal legislation.
- Provide leadership and guidance in Legislative activities, including the Sacramento visit and keeping the chapter informed on legislation affecting agriculture.

- B. Membership Director:
- Summit Monthly membership report to state CWA office.
- C. Sunshine
- The contact person for social communication among members.
  - Report illness of members and mail a card.
- D. Budget & Finance
- Form a committee that will seek donations to support all local chapter activities.
  - Work together with Treasurer and chapter president.
  - Present proposed Annual Budget no later than Feb.1st to Executive Committee for approval at next general membership meeting. Budget to be approved by 2/3 vote of the members present at the meeting.
- E. Fundraising
- Organize committee for all fundraising activities.
  - Mother's Day Plant and Flower sale and the California Avocado Festival. Develop other means for raising chapter funds.
- F. Education
- Focus on educational needs of children of all age groups as related to agriculture.
  - Keep up to date with information from California Ag. In the Classroom foundation.
  - Keep in contact with local teachers interested in Agriculture and supply them with appropriate materials.
- G. PR and Community outreach
- Advising social media and local paper of all upcoming events.
- H. Scholarship
- Chapter contact with local schools for possible scholarship candidates.
  - Develop a chair committee to review applicants.
  - Present scholarships to recipient at annual FFA Banquet.



## Article VII

### Section 1 – Representation

- a. No person shall represent the CSBC CWA in an official capacity without the approval of the Executive Committee.
- b. A stand or statement on major issues sharing the position of CSBC CWA can be made only when the Executive Committee approves such action.

## Article VIII

### Reimbursement policies.

Realizing the importance of the CSBC CWA to have a voice and effect on Policy of on the state level, CSBC CWA members are encouraged to attend the State Convention, as well as State Wide Meeting and other recognized state CSBC CWA events. Members who participate as representatives of the CSBC CWA may be Compensated as detailed in the following sections.

### Section 1 – State Convention

- a. Retiring President and President Elect will be reimbursed for expenses associated with convention participation that are not reimbursed by State and limited to registration, hotel and least expensive, practical form of transportation.
- b. State Delegates shall be appointed by the executive board at the October board meeting and President Elect shall automatically be a delegate.
- c. Delegates will be reimbursed for expenses associated with State Convention and limited to registration and 50% of State convention hotel costs for the night preceding convention and convention nights.
- d. Full reimbursement for a delegate maybe possible with prior approval from the Executive Board. This discussion for reimbursement must be brought up at a general membership meeting prior to approval.

## **Section 2 – State Wide Meeting**

- a. Chapter will reimburse statewide meeting expenses for up to four (4) participants, which are preapproved by the Executive Committee. Participant priority will be given to the Executive Committee followed by Appointed Directors, then General members.
- b. Approved Statewide meeting participants are limited to expense reimbursement for meeting registration and 50% of meeting hotel costs for the night preceding and night of meeting.
- c. Chapter members who are eligible for State reimbursement will receive reimbursement from the chapter for expenses that are not reimbursed by State, as described in Article VIII.
- d. Full reimbursement for a participant maybe possible with prior approval from the Executive Board. Discussion for reimbursement must be brought up at a general membership meeting prior to approval.

## **Section 3 – State CWA organized events**

- a. Chapter will reimburse up to two *members*
- b. Including reasonable travel, hotel and other out of pocket preapproved expenses.
- c. Participant priority will be given to the president, appointed delegate, executive committee, appointed directors, then General members.

## **Article IX**

### **Section 1- Bylaws**

CSBC CWA shall adopt chapter bylaws. Which shall be consistent where possible with State bylaws. The State Parliamentarian shall keep a current copy of each Chapter's bylaws on file.