

BY-LAWS
SAN LUIS OBISPO COUNTY CHAPTER OF
CALIFORNIA WOMEN FOR AGRICULTURE

ARTICLE I

Name

Dedicated to the sustainability of agriculture, we unite as "California Women for Agriculture," to function as a non-partisan, non-sectarian, non-commercial action group and an informed voice for agriculture. We shall be known as the San Luis Obispo County Chapter of California Women for Agriculture, serving San Luis Obispo County, Southern Monterey County, and Western Kern County, herein referred to as SLO County CWA or the Chapter.

ARTICLE II

Mission Statement

To ensure the economic stability and viability of production agriculture, agri-tourism, and agricultural related business in San Luis Obispo County, its surrounding areas, and throughout the state of California. To provide a collective, cohesive, and consistent voice for issues affecting agriculture. To influence legislation that benefits agriculture and oppose legislation that threatens its viability. To encourage educational programs that enhance consumer understanding of agriculture, its cultural practices, and its financial impact on California. To be an informed advocate for agriculture and agri-tourism and work in conjunction with like-committed groups and organizations to improve the quality and sustainability of the agriculture industry.

ARTICLE III

Form Of Organization

SLO County CWA is a non-partisan, non-sectarian, non-commercial, non-profit organization composed of all volunteers. The officers are elected by the general membership and shall serve as the Executive Board. SLO County CWA is a chapter of the State California Women for Agriculture organization, organized as a 501(c) (5) corporation.

Based on its status as a 501(c)(5) CWA does not endorse individual candidates or political parties. CWA members may not use their CWA affiliation in conjunction with any personal political endorsement.

ARTICLE IV

Membership

Section I. Eligibility, Term, and Dues

- A. SLO County CWA membership shall be open to all persons who are committed to furthering the goals and mission of the Chapter.
- B. The term of membership is one calendar year beginning each year on January 1. Dues are not pro-rated.
- C. Membership dues shall be approved on an annual basis by the general membership at its October general membership meeting subject to any mandate by the State.
- D. All contact and personal information provided to the Chapter by its members is confidential and shall not be distributed unless for official CWA business.
- E. Membership renewals are due on or before January 31 of each year.
- F. There shall be five types of membership.
 - Individual Member: An Individual Member is defined as an individual person that has completed a SLO County CWA membership application and paid the annual membership dues. An Individual Member, in good standing, will have voting powers, as set forth in these Bylaws. An Individual Member in good standing is defined as an individual who is current in their dues payments and who's membership has not been terminated, as defined in Section III below.

- Corporate/Business Member. A Corporate/Business Member is defined as company, corporation, association, and/or business that has completed a SLO County CWA membership application and paid the annual membership dues. A Corporate/Business Member, in good standing, will have voting powers, as set forth in these Bylaws. A Corporate/Business Member in good standing is defined as a business which is current in its dues payments and who's membership has not been terminated, as defined in Section III below.
- Student/Collegiate Member. A Student/Collegiate Member is defined as an individual that is attending school full time and that has completed a SLO County CWA membership application and paid the annual membership dues. A Student/Collegiate Member, in good standing, will have voting powers, as set forth in these Bylaws. A Student/Collegiate Member in good standing is defined as student who is attending school full time, is current in its dues payments, and who's membership has not been terminated, as defined in Section III below.
- Donor Member: An individual or business who gives a yearly donation as specified by SLO County CWA. Donor Members do not have voting powers.
- Honor Member: An Honor Member is recognized as an individual or business who makes a significant contribution to further the goals and mission of the Chapter. An Honor Member shall be awarded this status at the recommendation of the executive board and approval of the general membership. An Honor Member will not have voting powers.

Section II. Voting. All individual, corporate/business, and student/collegiate members in good standing shall be entitled to one (1) vote. All Corporate/Business members must designate a representative with the authority to vote on behalf of the business. Donor and Honor members shall have no voting privileges.

Section III. Termination of Membership.

A. The membership of any member shall terminate upon the occurrence of any of these events:

(i) Voluntary resignation of the member by giving to the then elected President or Secretary written notice thereof. Resignation shall not entitle the member to reimbursement of any paid dues nor relieve the member of any obligation to the organization.

(ii) Expiration of the membership year, unless application is made to renew membership and dues are paid for the next membership year within the time and on the terms set by the Bylaws of this Chapter.

(iii) Expulsion pursuant to Section B, below.

B. Before a member may be expelled, the following procedure shall be followed pursuant to section 7341 of the California Corporations Code:

(i.) Upon determination by the Executive Board that reasonable cause exists for consideration of expulsion of a member, notice shall be given to such member, personally or by first-class mail addressed to the most recent address of the member as shown on the Chapter's membership records, setting forth the reasons expulsion is to be considered. The notice shall be given or mailed at least 15 days prior to the date of the meeting of the Board of Directors at which the expulsion will be considered, and shall state the time and place of the meeting and notify the member of the member's right to be heard.

(ii.) The member shall be permitted to be heard personally or in writing before action is taken by the Executive upon the expulsion question. The member may also present statements of others, orally or in writing, on the member's behalf.

(iii.) Following the hearing, the Executive Board shall decide whether or not the member has engaged in conduct that is seriously prejudicial to the interests of the Chapter or conduct, during the course of official

Chapter business that is personally offensive, disrespectful, grossly disruptive, or discriminatory to another member of CWA should be expelled. The decision of the Executive Board shall be final and shall be effective five days after the decision.

ARTICLE V General Meetings

Section I. **General Membership Meetings.** A general membership meeting shall be held each month. A meeting may be cancelled if approved by the Executive Board.

Section II. **Executive Board Meetings.** The Executive Board shall meet once a month and shall determine the need for any additional meetings, their time and place. The Executive Board may call a special session upon the request of the President, or five members of the Executive Board.

ARTICLE VI Executive Board

- A. The officers listed in Article VI, Section I, plus the immediate past president shall constitute the Executive Board.
- B. No major policy decision shall be made by the Executive Board without the consent of the general membership. Notwithstanding the foregoing, the Executive Board may take action if such action is time-sensitive and deemed urgent and necessary to further the goals of the Chapter.
- C. Executive Board meetings are open to the general membership unless closed by a majority vote of the Executive Board.
- D. If unspecified and/or unbudgeted funds are needed between regular Executive Board meetings, appropriations up to \$200 per calendar month may be granted if approved by a majority of the Executive Board. Appropriations in excess of \$200 per month require a majority vote of the membership in attendance at general meeting.

ARTICLE VII OFFICERS

Section I. **Elected Officers.** The elected officers of SLO County CWA shall be a President, President Elect, Vice President Internal Affairs, Vice President External Affairs, Secretary, Treasurer, and Assistant Treasurer. Elected Officers must be a member in good standing.

Section II. **Election of Officers and Appointment of Directors.** At the regular monthly membership meeting in August of each year, the Executive Board shall appoint a Nominating Committee consisting of at least three (3) members in good standing.

- A. No later than the regular membership meeting in October the Nominating Committee shall nominate candidates to fill vacancies occurring on the Executive Board. The Nominating Committee shall present the slate of proposed officers and/or directors at the October Meeting. Nominations may be made from the floor at the October Meeting.
- B. Officers shall be elected by the majority of members present at the October meeting.
- C. All Officers and Directors duly elected shall take office at the regular meeting in January and shall serve a one (1) year term.

D. No Officer shall serve more than two (2) consecutive years in the same officer position with the exception of the Treasurer and/or Assistant Treasurer who may serve two (2) consecutive two (2) year terms.

E. Vacancies on the Executive Board shall be filled by nomination by the President and approved by the Executive Board. Any member appointed to fill an unexpired term shall hold the office until the expiration of the original vacating officer/director's term.

F. Officer and Director positions may be filled by one person or two persons (i.e. Co-Position)

Section III. Description of Officers and Duties

President. The president shall preside at all meetings of the Chapter and all meetings of the Executive Board. The President shall have the authority to appoint any committee that will benefit the efforts of SLO County CWA and serve as an ex-officio member of all committees except the Nominating Committee. The President shall attend all Statewide Meetings as the official representative. The President shall be the official voice for SLO County CWA, however the President may appoint other members to speak on behalf of the Chapter.

President Elect. The President Elect shall preside at the meetings in the absence of the President and shall be the overseer of designated overseer of Task Force Directors and shall serve as the committee chairperson for a committee before being considered for the position of President. The President Elect shall work closely with the President in all Chapter matters and represent the Chapter at the President's request.

Vice President Internal Affairs. The Vice President Internal Affairs shall preside at the meetings in the absence of the President and the President Elect. The VP of Internal Affairs shall lead efforts and oversee Directors related to internal chapter matters including but not limited to, designated committees and oversee and assist the Finance Director (sponsorships & donors), Scholarship Director, Education Director, Sunshine Director, Historian, and Collegiate Liaison Director. The Vice President Internal Affairs shall work closely with the President in all Chapter matters, and represent the Chapter at the President's request.

Vice President External Affairs. The Vice President External Affairs shall preside at the meetings in the absence of the President, President Elect, and Vice President Internal Affairs and lead efforts related to external chapter matters, and shall be the overseer of designated committees and Directors including but not limited to the Legislative Director, Adopt-A-Legislator Director, Media and Public Relations Director, Webmaster, Newsletter Editor, and Membership Director. The Vice President External Affairs shall work closely with the President in all Chapter matters; represent the Chapter at the President's request.

Secretary. The Secretary shall prepare the agenda for each general membership meeting. The Secretary shall keep in permanent form, complete, accurate and up-to-date written records of all meetings and correspondence as requested by the President. Minutes must be made easily available to the entire membership in a timely fashion.

Treasurer. The Treasurer shall keep complete, accurate and up-to-date financial records in permanent form. The Treasurer shall submit a financial report at each meeting. The Treasurer is responsible to prepare an annual budget with the assistant of the Executive Board. A budget will be finalized and approved no later than the February General Meeting of each year. The Treasurer shall be a signer on the Chapter's banking accounts. The financial records of SLO County CWA shall be balanced and audited annually by a financial committee appointed by the Treasurer and a minimum of three SLO County CWA members.

Assistant Treasurer. Acts to support all duties of the Treasurer with the intention to assume the Treasurer's position upon completion of the term. The Assistant Treasurer will oversee the annual audit and financial committee appointed by the Treasurer. The Assistant Treasurer shall not be a signer on the Chapter's banking account.

Section IV. Appointed Directors. The Executive Board shall approve the appointment of members to act as Directors. The duties of the Directors are as follows:

Adopt -A -Legislator Director. Recommends to Executive Board, on an annual basis, a list of legislators to "adopt" ("Adopted Legislators"). Maintains contact and all communications with Adopted Legislators and coordinates all outreach, education, and visits with Adopted Legislators. Works closely with the Legislative Director to coordinate the Chapter's annual legislative visit to Sacramento and schedules appointments with its Adopted and local Legislators.

Collegiate Liaison Director. Functions as the liaison between the Chapter and collegiate membership base. The Collegiate Liaison shall work with the Membership Director to attract student member, plan mixers and events to facilitate interaction between the general membership and the student membership. To keep the Chapter apprised on issues related to higher education and opportunities for the Chapter to be involved with college activities (i.e. trade shows, career fairs). Work with the Scholarship Director to ensure that scholarship applications and information is efficiently disseminated to local colleges.

Education Director. Serves as Chapter's liaison to the local educational community.

Finance Director. It shall be the responsibility of the Finance Director to encourage individuals and business persons to contribute to the treasury of SLO County CWA. The Finance Director will be responsible for sending out the annual donation requests no later than August 31 of each year. The Finance Director shall keep complete, accurate and up to date records in permanent form.

Historian. Research, compiles, and updates the history of the Chapter and maintains a scrapbook of Chapter activities.

Legislation Director. Tracks legislative issues at the local, state and federal levels that are of concern to the local agricultural industry, and keeps the Board of Directors informed of critical issues that require action by SLO County CWA (support or opposition). Responsible for coordinating and organizing the participation of Chapter members in the annual state CWA legislative day events in Sacramento by preparing key issues and talking points for members visiting representatives in Sacramento. Works closely with the Adopt-A-Legislator Director to coordinate legislative visits at the state CWA legislative meeting.

Media Relations Director. Media Relations Director will send out communications under the directions of the Executive Board. Works closely with the President in coordinating the Chapter's outreach efforts and to develop a plan to communicate agriculture's message to consumers. Works to develop relationships with local media and maintains a list of media contacts. Works directly with local media in outreach efforts to the local community regarding Chapter activities, projects and events and other newsworthy information.

Membership Director. The Membership Director shall keep all records of membership. It is also her responsibility to send in membership assessments to the State on a monthly basis. Manage and promote membership renewals and if requested coordinate an annual membership mixer or membership drive.

Newsletter Editor. Responsible for editing and publishing a monthly newsletter, which includes a message from the President and articles of interest regarding Chapter activities and committee and Task Force reports.

Parliamentarian. Assist with elections and all voting procedures. Advises the President during the course of meeting, helps to maintain order and adhere to time schedules. Assure that the Bylaws and Rules of the Chapter are followed at each meeting.

Scholarship Director. Review and update the scholarship applications annually before distributing to all local schools. Works with the Media Relations Director to create a media release to promote the scholarship program. Prepare and submit grant applications as needed. Collect and review submitted scholarship applications and present same to the scholarship committee for review and consideration of awarded recipients. Plan an annual scholarship awards presentation. Follow through with the distribution of funds to each recipient.

State Liaison. Functions as the liaison between State CWA and the Chapter. The State Liaison shall attend the Statewide Meetings and keep the Chapter informed relating to State policy changes, issues, meetings, conventions, and other pertinent news.

Sunshine Director. Shall serve as the Chapter's official 'greeter' and emissary to outreach to all new members and potential new members of SLO County CWA. The Sunshine Director shall correspond on behalf of the Chapter's members in regards to chapter wishes and by direction of the Executive and Board

Webmaster. Shall maintain accurate and timely information on the SLO County CWA web site in regards to Chapter and state CWA activities, our mission, related links, and social media.

Section V. Appointed Task Force Directors. The Executive Board shall approve the appointment of members to act as Task Force Directors. Task Force Directors may include but are not limited to the following agricultural issues:

(1) Air; (2) Labor; (3) Water; (4) Trade; (5) Pest Management; (6) Food Safety; (7) Animal Issues; (8) Biotechnology; (9) Agri-Tourism; (10) Land Use; (11) Endangered Species; and (12) Viticulture.

Task Force Directors are responsible for (1) acquainting themselves with current issues and legislation effecting their issue; (2) informing the Board and the general membership, either orally or in a written report, of current legislation effecting their issue; (3) coordinating with the Executive Board the appropriate method of responding to the issue and/or a call to action by the membership; (4) developing outreach programs and materials to educate specified audiences; and (5) working with the State level counterpart.

ARTICLE VIII

Miscellaneous

Section I. Conflicts. In the event of a conflict between the Bylaws of the Chapter and the Bylaws of State CWA, the State Bylaws take precedence.

Section II. Amendments. The Chapter Bylaws may be amended at any meeting of the general membership with the approval of two-thirds of the members present provided that a written notice and copy of the proposed amendments have been sent to the general membership thirty (30) days prior to the meeting.

Adopted on May 18, 2011
Amended on March 25, 2015