



CAPITAL CONSERVATIVE WOMEN STANDING RULES

I. EXECUTIVE COMMITTEE

The Executive Committee of Capital Conservative Women (CCW) shall be composed of the Elected Officers, the Parliamentarian, and the Financial Review Officer.

II. BOARD OF DIRECTORS

- a. The Board of Directors shall include CCW Committee Chairs and Appointed Officers.
- b. A Committee Chair or Appointed Officer who fails to attend two (2) consecutive Board of Directors meetings, or who fails to submit a written report, if so requested, unless excused by the President, may be replaced by a vote of the Executive Committee.

III. MEMBERSHIP

- a. Guest Membership Conversion
 - 1) Guests are welcome to attend up to three CCW meetings, luncheons or events without becoming a member.
 - 2) After attending three meetings, guests must apply for membership and pay any applicable membership dues to continue participating in club activities.
 - 3) Failure to apply for membership after three meetings will result in the individual being unable to attend further meetings or participate in club activities as a guest.
 - 4) The Executive Board reserves the right to make exceptions to this policy for special circumstances at their discretion.
- b. Membership Types, Eligibility, and Qualification*
*See CCW Bylaws, Article IV

IV. ROSTER

- a. The Roster is the official list of CCW Leaders and Members.
 - 1) Members may update their contact information at any time by logging-in to their member account and making changes as needed, allowing the electronic roster to be updated year-round.
- b. The Club President's name, address, phone number and email will be included in the Roster. If the President should resign, the name of the new President, and contact information (name, address, phone, email), shall be immediately sent to the CCW Membership Chair, and the CCW Communications Chair for data management purposes. The Roster shall be distributed electronically to:
 - 1) CCW Members*
 - 2) CCW Affiliate Members

- c. The CCW electronic roster and CCW Information shall be accessible to paying CCW Members* and Affiliate Members by logging-in to the Members portal on the CCW website, using their personal username and password.
- d. CCW Information:
 - 1) CCW Executive Board Members
 - 2) CCW Committee Chairs
 - 3) CCW Bylaws, Standing Rules, Code of Ethics
 - 4) Club Presidents, past and present

*Includes all regular members 18 years or older.

V. FINANCE

- a. Any expenses to be reimbursed to a CCW Board member must be submitted to the CCW Treasurer within thirty (30) days in order to be honored.
- b. The CCW Financial Review Officer shall work with the CCW Treasurer and provide semiannual audit reports of CCW financials to the CCW Board.

VI. FUNDRAISING

The CCW Fundraising Program will enhance the finances of CCW. All Executive Committee members and Board of Directors members will actively support all fundraising efforts.

VII. ENDORSEMENTS

CCW does not endorse candidates but may platform candidates and groups that align with CCW's values and principles. Use of CCW's name or account to platform any candidate or group requires the President's approval.

- a. The following actions shall constitute use of CCW's name to promote a candidate or group:
 - 1) Publicly using CCW's name in writing, electronic mail, social media, or print, available to the public, such as:
 - 2) Using CCW's name on a candidate or group's brochure or literature.
 - 3) Using CCW's name in an article about a candidate or group.
 - 4) Naming CCW on a list of campaign contributors.
- b. CCW will always support CCW Members and all citizens of the United States exercising their First Amendment right as individuals however they see fit.

VII. CONFLICT RESOLUTION

A member should mediate complaints within the club, utilizing the conflict resolution strategies listed below. If members are unable to reconcile differences, the President may provide guidance to the parties—Should an amenable solution not be reached, the President will reach out to the Executive Committee for assistance and direction.

- a. The Executive Committee will implement the following conflict resolution strategies to reach compliance between parties:

- 1) Communicate: Open communication is key in a dispute.
- 2) Actively Listen: Listen to what the other person has to say, without interruption.
- 3) Review Options: Talk over the options, looking for solutions that benefit everyone.
- 4) End with a Win-Win Solution.

Upon receipt of a written allegation concerning non-compliance with the By-laws and Standing Rules, the CCW Executive Committee will review the accusation and advise the parties involved of their recommendations. If mediation is required, the following guidelines will be used.

b. The procedure for mediation shall be as follows:

- 1) A written report of allegation(s) will be sent via registered mail to the CCW President and the CCW Recording Secretary. The document must reference the sections of the bylaws that were believed to have been violated.
- 2) The Executive Committee shall set a mediation date to reconcile differences and the CCW Recording Secretary shall send a notice of the date to the parties involved. The time and place are to be not less than fifteen (15) days after mailed or electronic notice.
- 3) The goal of the mediation will be to allow all parties to have a voice, to resolve the conflict, and to reach an amenable solution (win-win) for both parties. A mediation summary will be provided to the effected parties within ten (10) days following the meeting.

VIII. CCW RECORDS

The treasurer's books and membership reports should be maintained for a minimum of seven (7) years. Minutes shall be permanently retained either in print or flash-drive. Necessary records prior to the preceding term shall be packaged, labeled and forwarded to the succeeding Treasurer and Membership Chair.

IX. CANDIDATE MAILINGS

CCW shall do NO statewide mailings for candidates seeking public office (or ballot issues) when the mailing contains a solicitation of funds.

X. REPRESENTATION OF CCW BY BOARD MEMBERS

No Committee Member may represent CCW without the knowledge the CCW President and the CCW Executive Committee.

XI. CONFLICT OF INTEREST

Members of the Board of Directors are disqualified from participating in decisions in which they have a financial interest. If a member of the Board of Directors has a financial conflict of interest, she shall declare her conflict of

interest to the board. She must ask to be excused from voting on, and participating in any discussion of the matter with which she has the conflict. A member of the Board of Directors who is disqualified cannot use their official position to influence the decision.

XII. WEBSITE MANAGEMENT (Communications Chair)

- a. The CCW President and Communications Chair shall have oversight of the CCW website.
- b. Web Manager – Is an appointed position; is responsible for the following:
 - 1) Assists the President in oversight of the CCW website.
 - 2) Has full access to the Administrative Page of the website.
 - 3) Maintains and updates the CCW website.
 - 4) Designs additional web pages with approval of the President.
 - 5) Creates and updates a Standing Operating Procedures Manual for the website.
- c. Access to the CCW website administration page shall be limited to the following individuals:
 - 1) President – master-code
 - 2) Membership Chair – sub code
 - 3) Web Manager – master-code
- d. Access to the email portion of the website shall be limited to the following individuals:
 - 1) President – master-code
 - 2) Web Manager – master-code
 - 3) CCW Membership Chair – sub-code
- e. CCW membership list access and backup maintenance shall be limited to:
 - 1) President – Membership lists given monthly via CD, Flash Drive or upload; membership data shall only be used for purposes which align with CCW's values and Code of Ethics.
 - 2) Web Manager - Membership data shall only be used for purposes approved by the President which align with CCW's values and Code of Ethics.
 - 3) CCW Membership Chair – Membership data shall only be used for purposes approved by the President which align with CCW's values and Code of Ethics.

XIII. USE OF THE CCW LOGO

The CCW logo is available for use on official club materials. Notification of use must be submitted to the CCW Communications Chair for record keeping purposes. CCW reserves the right to rescind the use of the logo if used in any manner which conflicts with CCW Bylaws.

XIV. AUTHORITY

The Board of Directors has the authority to (See Bylaws Article VIII, Section 3 (g)) adopt, amend or repeal Standing Rules (Article IX, Section 3(g)). Standing Rules must not conflict with CCW Bylaws or Robert’s Rules of Order, revised edition.

XV. CONDUCT OF MEMBERS DURING MEETINGS

- a. Grandstanding, Speaking Out of Turn, and Interruption: Members of the organization shall conduct themselves with decorum during meetings. Grandstanding, speaking out of turn, or interrupting a guest speaker is strictly prohibited. Members are expected to wait for their turn to speak and maintain respect for others' speaking time.
- b. Request for Agenda Inclusion: Members who wish to address the organization or present a topic for discussion must request to be included on the meeting agenda at least 48 hours in advance. This allows for the orderly conduct of business and ensures that all members have adequate time.
- c. Consequences of Violation: Any member found to be in violation of these rules may be asked to immediately leave the meeting. The executive board reserves the right to review the member's conduct and, if the violation occurs more than two times in a calendar year, may consider revoking the member's membership.
- d. Enforcement: The presiding officer of the meeting, with the support of the Executive Board, shall enforce these rules. It is the responsibility of all members to adhere to these guidelines and contribute to the productive and respectful conduct of meetings.