



CAPITAL CONSERVATIVE WOMEN BYLAWS

ARTICLE I – NAME

The name of this organization shall be CAPITAL CONSERVATIVE WOMEN, and hereinafter may be referred to as CCW. The website of this organization shall be www.CapitalConservativeWomen.org and hereinafter may be referred to as “website”.

ARTICLE II – MISSION STATEMENT

Our mission is to empower women to become leaders in their communities and beyond. We believe in promoting conservative values and principles, and in providing education and resources to help women achieve their goals.

ARTICLE III – OBJECTIVES

Our Objectives shall be:

Believing that every woman has the power to define her own future and make a difference in the world, we are dedicated to:

- Providing resources, support, and inspiration to help women achieve their goals and reach their full potential.
- Championing Freedom
- Defending Constitutional Rights
- Promoting conservative values
- Inspiring civic engagement
- Backing fiscally responsible candidates
- Creating positive change in our communities
- Encouraging and supporting US veterans, First Responders and Republican Candidates throughout the state of California.

ARTICLE IV – MEMBERSHIP

A. ELIGIBILITY: Membership is open to all women, men, and students agreeing to abide by CCW Bylaws and Standing Rules. Membership in good standing is contingent upon the member’s adherence to CCW Bylaws and Standing Rules. CCW reserves the right to withdraw membership from any member that does not adhere to CCW Bylaws, Standing Rules, and Code of Ethics.

B. MEMBERSHIP TYPES

Section 1. Regular Membership

Regular membership and voting privileges are available to women, 18 years or older, who are registered to vote in the United States, and agree to abide by the bylaws and standing rules of CCW. For a full listing of CCW Membership benefits, please refer to the website membership page.

Section 2. Affiliate Membership

Affiliate Membership is available to men who would like to support CCW and attend regular meetings. For a full listing of CCW Affiliate Membership benefits, please refer to the website membership page.

Section 3. Student Membership

Student Membership is available to young ladies, 17 years old or younger, with parental approval, who are interested in joining CCW in our mission to promote conservative values and pave the way for the next generation. For a full listing of CCW Student Membership benefits, please refer to the website membership page.

Section 4. Qualification for CCW Membership

- a. Membership applicant has agreed to adhere to CCW Bylaws, Standing Rules, and Code of Ethics
- b. Membership applicant matches the qualification requirements of the membership type they are applying for.
- c. Membership applicant has submitted annual membership dues to CCW.

ARTICLE V – ETHICS

A. Endorsement Policy

Section 1. Endorsements by Executive Committee and Board of Directors:

Neither the Executive Committee nor any member of the Board of Directors shall endorse any candidate. CCW does not endorse candidates, but CCW is able to platform candidates and groups that align with CCW’s values and principles. Use of CCW’s name, meetings, or account to promote any candidate, group, or message requires CCW President approval.

- a. The following actions shall constitute use of CCW’s name, meetings, or account to promote a candidate, group, or message, **requiring prior approval from the President***:
 - 1) Publicly using CCW’s name in writing, electronic mail, social media, or print.

- 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.
- 5) Promoting any message or agenda at a CCW meeting to CCW members.
- 6) Distributing any message or agenda in print or electronically to CCW members.

*Failure to obtain prior approval for any of the actions listed above will be grounds for withdrawing membership.

- b. CCW will always support CCW Members exercising their First Amendment right to endorse or promote candidates, groups, or messages, as an individual, independent of CCW, in contexts outside of CCW meetings, however they see fit.

Section 2. Membership Data:

- a. All member information is the sole property of CCW, is strictly for the benefit of CCW, and shall not be sold or furnished for any other purpose.

ARTICLE VI - CALENDAR YEAR AND DUES

A. Calendar/Fiscal Year: The calendar/fiscal year shall be from January 1 through December 31.

Section 1. Dues

- a. Membership dues shall be payable to the CCW Membership Chair or via the CCW Membership webpage on the date of sign-up.
- b. Membership renewal dues shall be due every 12 months beginning on the date of sign-up.
- c. The dues amount for membership are stated on the CCW website and may be amended by the Executive Committee as required.
- d. The dues amount for Regular members, Affiliate members, and Student members shall be determined by a majority vote of the Executive Committee.

ARTICLE VII – OFFICERS, DUTIES AND ELECTIONS

Section 1. Elected Executive Committee Officers

- a. The elected officers of the CCW Executive Committee shall be the President, First Vice President-Programs, Second Vice President-Membership, Recording Secretary, Treasurer.
- b. The term of office for CCW Executive Committee officers shall be two years beginning January 1 through December 31 following their election. In even numbered years, the newly elected Officers shall assume the duties of their office on January 1.
- c. All Elected officers must be residents of California and registered to vote in California.

Section 2. Officers

- a. Each officer shall be a CCW member in good standing.
- b. An officer or chair who fails to attend three Executive Committee or Board of Directors meetings, or who fails to send a written report if so requested, unless excused by the President, may be replaced by vote of the Executive Committee. Upon notice of replacement, the outgoing officer/chair will return any materials, paid for by CCW, to the President.

Section 3. Term of Office

- a. The President's term of office shall be for one term of 2 years, and until her successor is elected.
- b. All elected officers' terms of office shall be for one term of 2 years.
- c. The President and elected officers may serve no more than two consecutive terms unless approved by the Executive Board.

Section 4. Appointed Officers: Corresponding Secretary, Financial Review Officer, Chaplain, Parliamentarian, Directors, and Committee Chairs. They shall be appointed by the President and ratified by a two-thirds (2/3) vote of the Elected Officers.

Section 5. Vacancy: A vacancy in the office of President shall be filled by the First Vice President. If the First Vice President is unwilling or unable to fill the seat, it may be filled by another elected officer or Executive Committee member as directed by the President. All other vacancies in elected offices shall be filled by the direction of the President or by the Executive Committee at the first meeting following the creation of the vacancy.

Section 6. Removal from Office or Membership: Members of the Executive Committee, Board of Directors, or members of CCW may be removed for the following reasons by the Executive Committee.

- a. Failure to pay dues.
- b. Disrespectful treatment of others.

Mediation* must be conducted with the Executive Committee and Board of Directors present within 30 days.

*See CCW Standing Rules, Article VII(b)

Section 7. Duties of The Elected Officers:

a. The President shall:

- 1) Preside over all CCW meetings, the Executive Committee and Board of Directors meetings.
- 2) Appoint all appointed officers subject to a two-thirds (2/3) approval of the Elected Officers.
- 3) Assign duties, as needed, to members of the Executive Committee or to the Board of Directors.
- 4) Appoint the Chairs of all Standing Committees. except for the Nominating Committee, subject to two-thirds (2/3) approval of the Elected Officers.
- 5) Approve the Chairs of all Standing Committees
- 6) Be an ex-officio member of all committees, except the Nominating Committee and the Financial Review Committee.
- 7) Sign all contracts as authorized by the Executive Committee.
- 8) Work with designated appointed officers on selection of speakers for all CCW meetings.

- 9) Represent the organization or designate someone as representative/proxy in her absence.
- 10) Prepare a program of action in consultation with the Chairs of the Standing Committees for presentation and approval by the Executive Committee.
- 11) Submit an annual budget for approval by the membership.
- 12) Be one of three authorized signatories on all CCW bank accounts.
- 13) Accept resignation by written letter or e-mail of any elected or appointed member wanting to resign from a position or chairmanship.

b. The First Vice President shall:

- 1) Act as Program Chair
- 2) Perform the duties of the President in her absence with the President's approval.
- 3) Fill the unexpired term in the event of a vacancy in the office of President.
- 4) Must be one of the three signatories on all CCW's bank accounts.
- 5) Perform such other duties as are assigned by the President, the Executive Committee, or the Board of Directors.

c. The Second Vice President shall:

- 1) Act as Membership Chair.
- 2) Work with the Communications Chair and Website Managers to maintain a current roster of members of CCW.
- 3) Develop a membership promotion program to educate prospective members on the mission and objectives of CCW.
- 4) With the President's approval, a sub-committee of up to five may be appointed to assist with new member formation, online membership application, membership data, and membership outreach.
- 5) Perform the duties of the President in the absence of both the President and the First Vice President, with the President's approval.
- 6) Perform other duties as assigned by the President, the Executive Committee, Board of Directors, or the membership.

d. The Recording Secretary shall:

- 1) Keep the minutes of all meetings of the CCW Executive Committee and Board of Directors.
- 2) Keep a current inventory of CCW property.
- 3) Perform such other duties as may be assigned by the President, the Executive Committee, Board of Directors, or the membership as deemed necessary.
- 4) Maintain all CCW records.

e. The Treasurer shall:

- 1) Serve as custodian of all CCW funds and deposit them in a bank(s) approved by the Executive Committee.
- 2) Be one of three authorized signatories on all CCW bank accounts.
- 3) Disburse funds as directed by the Executive Committee, Board of Directors, or the membership.
- 4) Bring written financial report(s) to regular CCW, Executive Committee and Board of Directors meetings.
- 5) Submit reports to the Capital Conservative Women as required.
- 6) Identify qualified women to serve on the Budget Committee.
- 7) With the President's approval, a Budget committee of three may be appointed to prepare a budget for presentation to the Executive Committee for recommendation to the membership before the 1st meeting of the fiscal year.
- 8) Be ex-officio member of the Budget Committee.
- 9) Submit the financial records to the Financial Review Officer for a semi-annual review.
- 10) Perform other duties as assigned by the President, the Executive Committee, Board of Directors, or the membership; and
- 11) Comply with all state and federal elections and financial reporting requirements such as [1120-POL](#) and [IRS 990](#) filing, if necessary.

Section 8. Duties of other Officers

a. The Corresponding Secretary shall:

- 1) Conduct the correspondence of the CCW under the supervision of the President and Executive Committee.
- 2) Preserve in a permanent file all letters and papers of value to CCW; and
- 3) Perform other duties as assigned by the President, the Executive Committee, Board of Directors, or the membership.

b. The Parliamentarian shall:

- 1) Serve as advisor on the Executive Committee, Board of Directors, and at all CCW meetings on matters of parliamentary procedure per [Robert's Rules of Order](#).
- 2) Serve in an advisory capacity to the President, the Bylaws Committee, and the Nominating Committee; and
- 3) Be familiar with the bylaws and standing rules of CCW.

c. The Financial Review Officer shall:

- 1) Review the books of the Treasurer every six (6) months.
- 2) Perform other duties as may be assigned by the President and the Executive Committee.

Section 9. Records: All officers and all committee chairs must deliver all records, files, and properties of CCW to their successors upon retiring from office, unless otherwise directed by the President, Executive Committee or Board of Directors.

ARTICLE VIII MEETINGS

Section 1. REGULAR MEETINGS:

- a. **CCW** shall hold a minimum of five (5) general meetings a year, which may include Zoom presentations. The President shall set the meeting dates and times.
- b. **Electronic meetings:** In the event a properly called meeting must be canceled due to circumstances beyond the control of CCW, then it shall be acceptable to hold said meeting by an approved electronic means with seven (7) days' notice being given to all the members of the CCW.

Section 2. Notice: A minimum of fourteen (14) days' notice shall be given to all members for a regular meeting.

Section 3. Quorum: A quorum at CCW meetings shall be twenty (20) percent of CCW members and shall require the vote of the President.

Section 4. SPECIAL MEETINGS:

- a. **Special meeting of CCW** may be called by the President or upon the written request of five (5) members of the Executive Committee, (one (1) of which must be the President), or by seven (7) members of the Board of Directors as long as three (3) are elected members of the Executive Committee, (one (1) of which must be the President). The purpose of the meeting shall be stated in the notice which shall be sent to all CCW members in good standing at least seven (7) days before the meeting. No other business shall be transacted at the meeting.
- b. **Special meetings** may be held electronically with seven (7) days' notice being given.

Section 5. ANNUAL MEETING: The October meeting will be designated for CCW Nominations at which time the Officers and Standing Committee Chairs shall report. The elected Officers shall be installed in November and assume the duties of their office on January 1 of the following year.

Section 6. VOTING: A vote of the CCW Executive Committee or Board of Directors may be conducted by telephone, electronically, or by email between meetings, provided there is participation by a majority of the members of the body. The vote shall be ratified and entered into the minutes at the body's next regular meeting.

Section 7. NOTICE for all meetings shall be sent electronically.

Section 8. PRINTED OR DIGITAL MATERIAL: All literature, petitions, materials, or announcement of any description shall first be submitted to the President for approval before

being circulated or distributed in person or electronically to CCW Members.

ARTICLE IX – BOARD OF DIRECTORS

Section 1. The Board of Directors: Consists of the Executive Committee, Standing Committee Chairs, Appointed Officers, and immediate past president.

Section 2. The Standing Committee Chairs and Appointed Officers shall be:

- a. Bylaws, Historian, Elections, Hospitality, Legislation, Prizes & Drawings, Fundraising, and Communications
- b. Standing Committee Chairs and Appointed Officers shall be approved by the President for the same term as the President.
- c. Additional Standing Committee Chairs and Officers may be appointed by the President as needed for the same term as the President.
- d. Standing Committee Chairs and Appointed Officers have a voice and a vote.
- e. All Standing Committee Chairs and Appointed Officers must be members in good standing.

Section 3. The Board of Directors shall:

- a. Transact such business as may arise between meetings of CCW.
- b. The Board of Directors shall be limited to a BOD approved expenditure of \$1000 without the approval of the membership.
- c. The Board of Directors may conduct business by electronic mail, electronic meetings, or telephone when necessary.
- d. Electronic meetings via teleconference or videoconference may be conducted upon forty-eight (48) hours telephonic or email notice to all members of the Board of Directors setting forth the procedures and time of any such electronic meeting.
- e. The actions of the Board of Directors, as a result of any mail or electronic meeting, have the same force and effect as a physical meeting.
- f. Official minutes of such meetings shall be recorded and ratified at the next Board of Directors meeting.
- g. The Board of Directors has the authority to adopt the Standing Rules and changes.

Section 4. QUORUM: One third (1/3) of the Board of Directors, if three (3) are elected officers, and one (1) is the President, shall constitute a quorum of the Board of Directors.

Section 5. SPECIAL MEETINGS of the Board of Directors may be called by the President or by written request to the President from at least five (5) members of the Executive Committee or by seven (7) members of the Board of Directors, if three (3) are elected members of the Executive Committee. The purpose of the meeting shall be stated in the notice which must be sent to all members of the Board of Directors at least ten (10) days before the meeting. No other business shall be transacted at the meeting.

Section 6. Duties of Standing Committee Chairs and Appointed Officers:

a. Bylaws:

- 1) A Committee of three shall be organized by the Parliamentarian and approved by the CCW President to conduct a review of the CCW Bylaws as needed.
- 2) Proposed amendments to the bylaws may be submitted to the Executive Committee for adoption biennially.

b. Historian:

- 1) Shall provide appropriate learning tools such as articles, literary resources, and other teaching methods to educate CCW Members in American history, culture, and heritage.

c. Legislation:

- 1) Shall implement legislative concerns important to CCW Members; and
- 2) Shall inform the Executive Committee of any legislation affecting the interests of CCW.

d. Elections:

- 1) Shall organize volunteers and inform CCW Members regarding election integrity, voting, and ways to get involved in their district.

e. Hospitality:

- 1) Shall greet and check-in members and guests at CCW events, including providing custom badges for members in attendance.

f. Fundraising:

- 1) Shall plan and organize CCW Fundraisers.

g. Prizes & Drawings:

- 1) Shall organize and conduct CCW prizes and drawings which take place at monthly meetings and special events.

h. Communications:

- 1) Shall develop, maintain, and update the CCW website.
- 2) Shall communicate with guest speakers, venues, members, and guests in preparation for CCW meetings and events throughout the year.
- 3) Post CCW events online and edit information and processes as needed.
- 4) Manage social media.
- 5) Edit articles submitted by Elected Officers, Standing Committee Chairs, Appointed Officers, and publish the CCW Newsletter.
- 6) Write articles for the newsletter as appropriate.
- 7) Submit copy to the CCW President for review.
- 8) Assist in the creation of the CCW newsletter at least quarterly.
- 9) Collect relevant and current content from various sources, including the CCW Board of Directors, other clubs, media, online resources, and additional repositories of data to be published on CCW's various platforms.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the Elected Officers, the Corresponding Secretary, the Parliamentarian, and the Financial Review Officer.

Section 2. Regular Meetings of the Executive Committee shall be held prior to the Board of Directors meetings as needed and at such times as called by the President. Notice of such a meeting shall be given at least forty-eight (48) hours in advance with a statement of the purpose of the meeting. A closed session may be called at the end of the regular meeting at which time no minutes will be taken.

Section 3. The Executive Committee shall transact such business as may arise between meetings of the CCW Board of Directors.

- a. The Executive Committee shall make recommendations as to CCW policies, approve bylaws amendments for presentation to CCW, prepare recommendation for Board action, approve the Budget and, with a majority vote and the President’s approval, fill vacancies on the board.
- b. The Executive Committee shall determine the compensation, if any, for the Office of the President. The amount of compensation shall be based on the responsibilities of the position and the availability of funds. The compensation amount shall be approved by a majority vote of the Executive Committee.
- c. The Executive Committee shall determine the travel compensation of any member of the Executive Committee or Board of Directors.
- d. The Executive Committee shall be required to approve an unbudgeted expense greater than \$1,000.
- e. The Executive Committee may conduct business by electronic mail, electronic meetings, or telephone when necessary and approved by the President,
- f. Electronic meetings via teleconference or videoconference may be conducted upon forty-eight (48) hours telephonic or email notice to **all** members of the Executive Committee setting forth the same force and effect as a physical meeting.
- g. Official minutes of such meetings shall be recorded by the Recording Secretary, or a member of the Executive Committee appointed by the President, then ratified at the next Executive Committee meeting.

Section 4. QUORUM: The President and the majority of the members of the Executive Committee shall constitute a quorum.

Section 5. EXECUTIVE COMMITTEE MEMBERS: All committee members must be members in good standing with CCW.

Section 6. SPECIAL MEETINGS of the Executive Committee may be called by the President or by 2/3 of the Executive Committee. The purpose of the meeting shall be stated in the notice which shall be sent to all members of the Executive Committee at least seven (7) days before the meeting. No other business shall be transacted at the meeting.

ARTICLE XI – SPECIAL COMMITTEES

Special Committees may be appointed as needed by the President, subject to two-thirds (2/3) approval of the Elected Officers. They shall be non-voting members of the Board of Directors.

ARTICLE XII – NOMINATIONS AND ELECTIONS

Section 1. NOMINATIONS

- a. The Nominating Committee shall consist of five (5) members in good standing and three (3) alternate members in good standing, selected as described in the CCW Standing Rules XII 2 a.
- b. Members of the Nominating Committee shall be elected by the membership no later than August of each uneven year.
- c. No member of the Nominating Committee may serve more than one term on the committee in succession.
- d. The Parliamentarian shall call a meeting of the newly elected committee members at the close of the meeting at which they were elected for the purpose of conducting the election of a Chairman and Vice Chairman.
- e. The Parliamentarian will instruct the Nominating Committee as to proper procedure and will be available for further counsel if required. The Parliamentarian shall not serve as a member of the Nominating Committee.
- f. The Nominating Committee shall report a slate of one candidate for each office at the general meeting immediately prior to the election meeting.
- g. All nominees shall be members in good standing in CCW and shall give written consent to serve, if elected.
- h. All nominees shall be members in good standing of CCW for no less than 90 days prior to their election beginning 2025–26.
- i. Nominee for President shall have served as a member of the Executive Committee for one term, beginning 2025–26.
- j. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election.

Section 2. ELECTION OF OFFICERS

- a. Election of officers shall be by ballot, electronic vote voice vote, or other means at the CCW Meeting in October.
- b. A plurality vote shall elect.

- c. If there is only one (1) candidate for office, the ballot vote may be dispensed with by general consent and the election held by voice vote.
- d. No candidate may simultaneously run for more than one office.
- e. The Elected Officers and Appointed Officers shall assume their duties on January 1 following their election.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

“The most current version of [Robert’s Rules of Order](#), Newly Revised, shall govern Capital Conservative Women in all instances where they are applicable and not inconsistent with CCW Bylaws, Standing Rules, and any Special Rules of Order CCW may adopt.”

ARTICLE XV – AMENDMENTS

Section 1. CCW Bylaws may be amended first, by a two-thirds vote of the Membership. Proposed amendments made by the Executive Committee, Board of Directors, and Members should be submitted to the Bylaws Committee by a predetermined deadline. Copies of proposed amendments must be sent to all CCW members, Executive Committee, and Board of Directors at least sixty (60) days prior to the vote to adopt the proposed amendment/s.