

**FINAL COPY**

## **Our Revolution Kansas City Bylaws**

Last Updated December 18, 2018

### **ARTICLE I. MISSION STATEMENT**

Our Revolution Kansas City is committed to working to transform our community, both locally and on a larger scale, in order to bring about a peaceful political revolution. We shall work in the furtherance of economic, political, social, racial and environmental justice through education, direct action, and political engagement.

**ARTICLE II.**  
**MEMBERSHIP**

1. Membership is open to any resident of the Kansas City metropolitan area or surrounding areas. Those who have who completed and submitted a membership registration form either by attending a meeting or making a donation are considered members.
2. Our Revolution Kansas City will not discriminate against anyone who wishes to become a member on the basis of their race, religion, age, gender or gender identity, sexual orientation, place of origin, level of abilities or socio-economic status.
3. Membership dues in an amount set by the Board will be due on January 1 of each calendar year. Individuals joining the organization during the year shall pay a prorated amount based upon the quarter in which they become members through the end of the calendar year. Membership renews at the beginning of each calendar year with payment of the annual fee. Individuals experiencing economic hardship may coordinate with the Treasurer to determine an amount or payment schedule they are able to afford.
4. All members are entitled to full participation in organizational activities, including, but not limited to, the right to join a committee, and participate in discussion, but must meet the requirements set forth in Section 5 of this Article II in order to be a Voting Member. Officers and committee chairpersons must be Voting Members.
5. Voting Members: To qualify as a Voting Member, a member must
  - a. pay the membership fee as set by the Executive Board; or
  - b. receive a hardship waiver from the Treasurer exempting them from payment; or
  - c. Make a payment arrangement with the Treasurer
  - d. AND have attended (and signed into) at least one general meeting prior to any general meeting at which a vote is being held.
6. No member can be deprived of membership rights except through disciplinary proceedings. Grounds for termination of membership include physical aggression or verbal harassment of another member or misuse of Our Revolution Kansas City's resources or name for personal gain. Termination requires a  $\frac{2}{3}$  majority vote at any general meeting with a quorum of Voting Members present.

**ARTICLE III.  
BOARD ELECTIONS**

1. Officers shall be chosen by the election of the membership at the March and September general meetings. All officers will serve a one-year term, except for the Treasurer. The Treasurer shall serve a two-year term. Current and past officeholders may run for re-election. Election for the positions of state Chairs, state Vice Chairs and Secretary shall be held at the March general meeting. Election for the positions of President, Vice President, Treasurer and Assistant Treasurer shall be held at the September general meeting.
2. All reasonable efforts shall be taken to ensure that the membership of the Executive Board represents gender, racial, and cultural diversity.
3. No person shall hold more than one office on the Executive Board at the same time.
4. Officers are elected annually, except for the Treasurer, or as vacancies arise, by a simple majority. All elections shall be conducted by ballot using Instant Runoff Voting (*a.k.a.* ranked choice voting, preferential voting) unless there is only one nominee, in which case that person shall be elected by acclamation.
5. All Voting Members are eligible to vote at board elections.

**ARTICLE IV.**  
**EXECUTIVE BOARD**

The Executive Board shall meet at least once a month, at a day, time and via agreed upon method, whether in-person, via telephone, internet, etc. The Executive Board guides the organization and ensures that its activities and transactions advance its stated mission, promote the organization's reputation, use its assets wisely, and are in compliance with applicable laws and regulations. The Executive Board should maintain a Standard Operating Procedures manual for the guidance of current and future board and committee members.

The following positions make up the Executive Board of the organization.

1. President
  - a. The President shall ensure that business is conducted in a way that follows the rules, bylaws, and operating procedures of the organization, and respects and upholds the rights of all members of the organization.
  - b. The President shall be responsible for outreach to, and coordinating with other like-minded groups on issues, candidates, initiatives and/or events that further the goals of the organization.
  - c. The President shall be responsible for internal and external communications, press releases, media and social media statements in coordination with the Vice President, State Chairs and the Communications Committee Chair. As such, the President must publicly display contact information so they can be reached by individuals outside the group, and must respond to correspondence and requests for information in a timely and courteous manner.
  - d. The President oversees monthly general meetings, in conjunction with the Vice President, and is responsible for ascertaining whether there is a quorum, providing an agenda (either physical or digital) to all members present, and conducting vote counts. In the absence of the President, the Vice-President shall preside, or in their absence, either State Chair may preside.
  - e. The President endeavors to fill empty Committee Chairs and encourages membership to join Committees as needed.
2. Vice President
  - a. The Vice President shall perform the duties of the President in the absence or upon resignation (on an interim basis) of the President.
  - b. The Vice-President shall perform such other duties as the President may direct.
3. State Chairs
  - a. State Chairs will be residents of the state which they represent, either Kansas or Missouri, in the organization and will be responsible for staying

abreast of issues, candidates and events in their state, and communicating such to the organization.

- b. Each State Chair shall attend meetings, coordinate events and grassroots activities, and will be responsible to shape and drive the strategic agenda in their state, in coordination with their state Vice Chair, and with the oversight of the Executive Board.
4. State Vice Chairs
    - a. Each State Vice-Chair shall be a resident of the state that they are representing in the organization, either Kansas or Missouri, and will be responsible for working with the State Chair to bring awareness and information about issues, candidates, and events in that state.
    - b. The State Vice-Chair shall perform the duties of the State Chair in the absence or upon resignation (on an interim basis) of such State Chair and shall perform such other duties as the Chair may direct.
5. Secretary
    - a. The Secretary is responsible for drafting clear and accurate summaries (or “minutes”) of all membership and Executive Committee meetings. In the Secretary’s absence the President or Chair of the meeting may appoint someone to take minutes of the meeting.
    - b. The Secretary provides copies of the minutes of the monthly general membership meeting in advance of the following monthly general membership meeting.
    - c. The Secretary provides a bulleted summary of Executive Board meetings.
    - d. The Secretary maintains and updates the membership database and coordinates with the Treasurer to keep an up-to-date list of dues-paying members (“Voting Members”).
    - e. The Secretary maintains an archived copy (either physical or digital) of minutes, membership databases, bylaws, and other documents relevant to Our Revolution Kansas City, which can be produced as needed.
  6. Treasurer
    - a. The Treasurer is custodian of all Our Revolution Kansas City’s funds.
    - b. The Treasurer keeps a written record of all income and expenditures of Our Revolution Kansas City, as well as relevant receipts, and can produce them upon request.
    - c. The Treasurer provides monthly written reports on the financial position of the organization, forecasting any budgetary issues requiring the attention of the organization and recommending actions to address any financial/budgetary issues identified.
    - d. The Treasurer is responsible for submitting all governmentally required filings on behalf of the organization.

- e. The Treasurer shall attend any meeting or event at which funds will be raised and/or dues might be paid. In the event of the Treasurer's necessary absence the Assistant Treasurer may fill in.
  - f. The Treasurer coordinates with the Assistant Treasurer on fundraising and/or dues collection efforts.
7. Assistant Treasurer
- a. The Assistant Treasurer works directly with the Treasurer at any meeting or event at which funds will be raised and/or dues might be paid.
  - b. The Assistant Treasurer shadows the Treasurer's responsibilities to be prepared to step into the Treasurer's duties as the need arises or when the Treasurer steps down.
  - c. The Assistant Treasurer works with the Fundraising Committee Chair to organize fundraising efforts and events.
8. Vacancy
- a. Membership shall be notified of any Board position which becomes vacant for any reason during the term.
  - b. Any vacancy shall be filled as soon as reasonably possible.
  - c. Nominations will be called for and vacancies will be filled by a majority vote of the Voting Members at any general meeting following the announcement of a vacancy.
9. Removal
- a. An Executive Board member who misses more than three (3) consecutive meetings, or more than six (6) meetings in a 12-month period, without prior notice to the President or Vice President, may be deemed to have abandoned his or her position on the Executive Board, and such vacancy shall be filled pursuant to Article IV, Section 8(c) above.
  - b. The Board may, for good cause, remove elected members of the Executive Board, with the consent of two-thirds ( $\frac{2}{3}$ ) of the Executive Board members, and, in that event, the vacancy will be filled according to Section 8(c) above.

**ARTICLE V.  
MEETINGS**

1. Membership Meeting Schedule
  - a. The membership of Our Revolution Kansas City shall meet at least once per month.
  - b. Meeting information shall be made publicly available at least one week in advance and must include date, time, location, and agenda.
  - c. Committees shall meet at least monthly on a day and time and via agreed upon method, whether in-person, via telephone, internet, etc. as agreed upon by the Committee Chair and committee members.
  
2. Special Membership Meetings
  - a. Special Meetings of the membership are any meeting called for a specific cause outside the monthly meeting.
  - b. Special Meetings may be called at the written request of 10% of the current Voting Members or by a majority vote of the Executive Board.
  - c. The business to be transacted at such Special Membership Meetings shall be set forth in the notice of the meeting. Notice shall be communicated to the membership at least 72 hours in advance, along with any relevant documentation or agenda.
  - d. Quorum for Special Membership Meetings shall be the same as at General Membership Meetings, as stated in this Article V, Section 3(b) below.
  
3. Meeting Procedure
  - a. Meetings may be conducted using the structures of Robert's Rules of Order, or another fair, consistent, and transparent set of rules which the Executive Board may adopt. The presiding Board member will ascertain whether a quorum has been reached, then formally announce the opening of the meeting.
  - b. Minutes of the previous meeting shall be read or provided in writing before the meeting by the Secretary.
  - c. Reports from the officers, boards and committees shall be given.
  - d. Opportunity for announcements shall be given before business is adjourned.

**ARTICLE VI.  
COMMITTEES**

1. The Executive Board, or the President with the approval of the Executive Board, may establish such committees or task forces as are deemed useful to the operation of the organization, and may appoint committee chairs and members who serve at the pleasure of the Board. Committees should have a written charge approved by the Executive Board and placed in the organization's Standard Operating Procedures manual.
  
2. Serving on Committees
  - a. All committees, with the exception of the Executive Board, are open to any member who wishes to serve on them.
  - b. All members are encouraged to serve on at least one committee.

**ARTICLE VII.**  
**ENDORSEMENTS**

1. Our Revolution Kansas City (ORKC) may endorse candidates for elected office or recommend support for ballot issues.
2. All data summaries and questionnaires generated in regard to an endorsement will be made available for members to review in advance of any endorsement vote.
3. The primary criteria for endorsement is alignment with the Our Revolution platform.
4. Endorsements will be approved by a simple majority vote at any general meeting with a quorum of Voting Members present.

**ARTICLE VIII.  
AMENDING BYLAWS**

1. Proposals to amend the bylaws must be submitted to the Executive Board.
2. The full text of any proposed Bylaws Amendment must be disseminated to all Voting Members at least five days prior to the meeting at which the amendment will be voted on.
3. Bylaws can be amended with a  $\frac{2}{3}$  majority vote.
4. Amendments must be adopted using the exact language used during the vote. No alterations can be made to an amendment after a vote.
5. Once an amendment has been approved, the Secretary shall alter all Bylaws documents accordingly, and update the date at the top to reflect when the changes were made.

**These amended bylaws were approved by the Voting Members of Our Revolution Kansas City on \_\_\_\_\_.**