

COALITION OF CONSERVATIVES IN ACTION

BYLAWS

Effective Date: November 1, 2021

ARTICLE I

NAME

The name of this organization shall be the Coalition of Conservatives in Action (herein called CCIA).

ARTICLE II

MISSION

The CCIA is a nonpartisan, color blind organization with a diverse membership that joins together to advocate for conservative values in governance, oppose a progressive agenda, to challenge, engage and hold accountable elected and appointed officials through civil discourse to effect change.

We will inform, advocate, and empower our citizens at all levels of the political process for the advancement of our communities, State and Nation.

ARTICLE III

OBJECTIVES

- a. Gather and share information concerning common causes.
- b. Coordinate efforts on specific campaign issues.
- c. Advocate for public policy changes through organized committees.
- d. Share information that strengthens each member's respective advocacy efforts.
- e. Allow each member to share their interests and abilities.
- f. Respectfully engage and hold accountable elected and appointed officials regardless of party affiliation.

ARTICLE IV

POLICY

It shall be the policy of the CCIA to support other organizations, or candidates that share the objectives and mission of the coalition, without taking a highly visible or leadership position.

ARTICLE V

MEMBERSHIP

Prospective members are required to complete a registration form for review by the Leadership Team, prior to approval by the Leadership Team. Upon approval, membership dues become due and payable.

Section 1. Active Membership

- a. Any registered member who upholds the objectives and policy of the CCIA, has paid the required dues and attends at least 1 weekly meeting per month or is actively contributing to the Coalition in methods of exchanging information is eligible to be an active member.
- b. Active members can make motions, hold office, participate on committees and vote.
- c. Active members are patrons of the Coalition and are recorded in the membership register with their full name, physical address, email address and phone numbers.

Section 2. Inactive Membership

- a. Any registered member that does not attend at least 1 weekly meeting per month, does not have an excused absence, ceases actively contributing or discontinues communication will be deemed inactive and removed from the active membership. After 30 days of inactivity, any dues paid will be forfeit.
- b. Inactive members cannot make motions, have a vote, be an officer, nor be counted as active members.

Section 3. Removal

- a. A registered member may be removed from membership by the Leadership Team for:
 1. Non-payment of dues.
 2. Failure to abide by the By-Laws of the Coalition.

ARTICLE VI

FINANCES

Section 1. Determination

The Board of Directors shall determine on an annual basis, and at any time deemed advisable, the amounts of dues and any exemption from dues payments. Two-thirds (2/3) of the Board of Directors must approve any change in the amounts of annual dues. Notice of a change of dues must be published in the CCIA newsletter at least one (1) month prior to the date of change.

Section 2. Dues

The annual dues of the CCIA shall be Twenty-five Dollars, (\$25.00), payable between the months of January and February. Memberships will be for the calendar year. Members who have not paid dues by March 1st, shall be dropped from the membership registers. Should a member experience financial hardship precluding making dues payment, the Chairman shall be notified and a request for exemption may be presented to the Board of Directors for approval.

Section 3. Other Revenue

Revenue from sources other than annual dues may be raised as determined by the Board of Directors and approved by a two-thirds (2/3) vote.

ARTICLE VII

ELECTIONS

Section 1. Officers

A Chairman, 1st Vice-Chairman, 2nd Vice Chairman, Recording Secretary and Treasurer shall be elected at the December meeting in odd numbered years, for a term of two years.

Section 2. Terms of Office

The Chairman may succeed for a second two-year term. Officers shall serve no more than two consecutive terms in any office.

Section 3. Dates of Terms

Each officer shall begin their term with the installation and swearing in at the January meeting following their election, the Treasurer shall be allowed a reasonable time to close accounting and have an audit completed.

Section 4. Voting Procedure

The Nominating Committee members shall serve as election officials.

- a. The CCIA will use a One Vote System where Coalition members select one candidate for a position on the ballot form. The elected candidate for each position will be the candidate with the most votes.
- b. The CCIA may elect to run elections either online or in meeting, provided the process is fair and democratic, and sufficient notice of the candidates is provided to the active membership to make an informed decision.

Section 5. Contested Races in Officer Elections

- a. A written ballot shall be used for all contested races.
- b. In the event of a tie, the current Chairman shall cast the deciding vote. The Chairman will receive a second vote.

ARTICLE VIII

DUTIES OF OFFICERS

Section 1. Chairman

- a. The Chairman shall preside at all meetings of the CCIA Coalition, Leadership Team and Board of Directors.
- b. The Chairman shall appoint the Appointive Officers, if any, and the Chairs of the standing committees and all other committees.
- c. The Chairman shall be an ex-officio member of all committees except the Nominating and Financial Review committees.
- d. The Chairman will be responsible for the membership register and shall work with the Treasurer with membership registers and dues reports.

Section 2. 1st Vice-Chairman

- a. The 1st Vice-Chairman shall perform the duties of the Chairman in their absence or inability to serve.

- b. The 1st Vice-Chairman shall perform duties as may be assigned by the Chairman or the Leadership Team.

Section 3. 2nd Vice-Chairman

- a. The 2nd Vice-Chairman shall perform the duties of the 1st Vice-Chairman in their absence or inability to serve.

- b. The 2nd Vice-Chairman shall perform duties as may be assigned by the Chairman or the Leadership Team.

- c. The 2nd Vice-Chairman shall act as the central point of communication with other organizations.

Section 3. Recording Secretary

- a. The Secretary shall keep accurate minutes of all meetings of the CCIA and the Leadership Team. A copy of the minutes shall be sent to the Chairman within 15 days after meeting.

- b. The Secretary shall maintain an up-to-date file of all officers and committees.

- c. The Secretary shall be the custodian of all records and other material pertaining to their office.

- d. The Secretary shall take care of all correspondence as submitted by the Chairman or the Leadership Team.

Section 4. Treasurer

- a. The Treasurer shall be the custodian of all funds and financial records of CCIA.

- b. The Treasurer shall collect all funds and deposit funds in a federally insured banking institution convenient to the Treasurer and as approved by the Leadership Team.

- c. The Treasurer shall disburse funds, when bills are due, with proper authority from the Leadership Team.
- d. The Treasurer shall submit dues and membership reports as required by the CCIA.
- e. The Treasurer shall be an ex-officio member of the finance committee.
- f. The Treasurer shall make written reports of the receipts and disbursements of CCIA for all meetings and make additional reports as directed by the Chairman.
- g. The Treasurer shall perform other duties as specified in the Standing Rules.

ARTICLE IX
LEADERSHIP TEAM

Section 1. Composition

The Leadership Team of the CCIA shall consist of the elected officers, the Immediate Past Chairman, and Parliamentarian. The Immediate Past Chairman and Parliamentarian do not have a vote.

The Leadership Team is the governing body of the CCIA.

Section 2. Duties

The Leadership Team shall transact any necessary business between meetings of the Board of Directors and CCIA meetings, approve committee appointments made by the Chairman, and perform such other duties as assigned by the Board of Directors or the Coalition. These actions shall be ratified by Board of Directors at its next meeting.

Section 3. Absences

Any officer who is absent from three consecutive meetings or six in any twelve-month period may be removed from the Leadership Team.

Section 4. Nominating Committee

The Leadership Team shall serve as the Nominating Committee.

Section 5. Meetings

- a. Regular Leadership Team meetings will be decided by the Chairman.
- b. A meeting of the Leadership Team may be held by telephone, zoom meeting or any other means permitting all persons participating to hear each other, and participation in this manner will constitute attendance in person.

ARTICLE X

BOARD OF DIRECTORS

Section 1. Membership

The Board of Directors shall consist of the elected and appointed officers, Chairs of the committees, or Vice-Chair(s) in the absence of the Chair, and the immediate Past Chairman. All members shall have a vote.

Section 2. Duties

- a. Attend Board Meetings at their own expense as well as serve without salary.
- b. The Board of Directors shall approve programs of action that may be presented by the Chairman.
- c. The Board of Directors shall fill vacancies in elective positions if they occur.
- d. The Board of Directors shall approve all appointments made by the Chairman.
- e. Serve on CCIA Committees.

Section 3. Meetings

The Board of Directors shall meet as decided by the Chairman or the Board. Special meetings shall be called by the Chairman or upon the request of three members of the Board of Directors, with at least one (1) week's prior notice. Business mentioned in the notice of the meeting must be conducted; any other business coming before the Board may also be considered.

A meeting of the Board of Directors may be held by telephone, zoom meeting or any other means permitting all persons participating to hear each other, and participation in this manner will constitute attendance in person.

Section 4. Quorum

A quorum for Board meetings shall be five (5) Board members. Decisions or actions taken or adopted by the majority of the Board members present and voting at a meeting at which a quorum is present shall constitute the action of the club.

ARTICLE XI
STANDING COMMITTEES

Section 1. Standing Committees:

- a. Election Integrity
- b. Right to Life/Faith Groups Outreach
- c. School Board/Education
- d. Crime and Local Politics
- e. Hispanic Outreach Mission
- f. Nominating Committee

Section 2. Standing Committee Chairpersons:

- a. Each Standing Committee Chairperson shall be appointed by the Chairman and approved by the Board of Directors and shall become a member of the Board of Directors.
- b. The Standing Committees shall outline programs of action for consideration in their respective fields.
- c. Additional Standing Committees may be formed as deemed necessary by the Board of Directors and will require a majority vote of all Board members.
- d. Each Standing Committee Chairperson is responsible for appointing members to their respective committees and to give a list of committee members to the Recording Secretary.
- e. Each Standing Committee Chairperson will keep the Leadership Team informed of the status of current activities for publication in the weekly newsletter.
- f. Each Standing Committee shall keep the Leadership Team and Committee Chairpersons informed of any topic requiring immediate action. Information may be conveyed via text groups, in person meetings or other means where the Leadership Team and Committee members are included.

Section 2. Special Committees

Special Committees deemed necessary by the CCIA, or Board of Directors shall be appointed by the Chairman subject to the approval of the Leadership Team. They will be non-voting on the Board of Directors.

Section 3. Financial Review Committee

A Financial Review Committee consisting of two active members shall be appointed by the Chairman in October of each year whose duty it shall be to review the Treasurer's accounts at the close of the fiscal year and to report at the first board meeting of the following fiscal year and report to the membership.

Section 4. Committee Membership

The Chairman shall be an ex-officio member of all committees except the Nominating and Financial Review committees and shall have final authority over all printed materials. All active CCIA members in good standing are eligible to participate on one or more committees of their choosing.

Section 5. Standing Committee Term of Office

The term of office of Standing Committee Chairpersons shall be concurrent with the term of office for which Officers of the CCIA are elected.

ARTICLE XII

DISSOLUTION

In the event of the dissolution of the CCIA to the extent allowed under applicable law, all of the assets of the CCIA shall be distributed to the Veterans of Foreign Wars, provided that the organization is in existence and is a tax-exempt organization. Should the Veterans of Foreign Wars not be in existence at the time of said dissolution, then the assets of the CCIA shall be sold and the proceeds distributed to another organization organized and operating exclusively for charitable purposes for Veterans.

If for any reason upon the dissolution of the CCIA the Board of Directors shall fail to act in the manner herein provided, the assets shall be distributed in accordance with the law governing the distribution of assets of nonprofit organizations in the jurisdiction in which the CCIA is located.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern this organization in all matters of procedure not covered by these Bylaws.

The CCIA may choose to have a Parliamentarian that shall be available at all meetings to give an opinion on the fair and proper parliamentary procedure when questions arise on the subject.

ARTICLE XIV
AMENDMENT PROCEDURE

These Bylaws may be amended by two-thirds of the membership present, and voted on at any meeting, provided that the proposed changes have been read and submitted in writing to the membership at a general meeting prior to the meeting when the Bylaws revision will be made. Members not in attendance shall receive proposed changes by email or postal mail.

STANDING RULES

ARTICLE I
MEETINGS

Section 1. Regular Meetings.

A minimum of twenty-four (24) regular meetings shall be held during the fiscal year. These meetings shall be held as decided by the Board of Directors. A quorum at CCIA meetings shall be ten (10) active members.

Section 2. Special Meetings

Special meetings may be called by the Chairman upon request of four (4) members of the Board of Directors or by twenty percent (20%) of the active members of the CCIA. The purpose of the meetings shall be stated in the call with no other business to be transacted at the meeting. At least five days' notice shall be given to all members for any special meeting.

Section 3. Annual/Election Meeting

The second December meeting, in odd numbered years will be designated as the Annual/Election Meeting.

Section 4. Voting - General

A vote of the Board of Directors or CCIA Membership may be conducted by mail, telephone, zoom meeting, or email between meetings providing there is participation by a majority of the members of the body. The vote shall be ratified and entered into the minutes at the next regular meeting of the body.

ARTICLE II

MEMBERS

Section 1. Eligibility

Any individual is eligible who supports the mission and purposes of the Coalition of Conservatives in Action and is willing to pay the required annual dues and abide by these bylaws and standing rules.

Section 2. Good Standing

A member is in good standing after having completed a registration form and paying the annual dues. Only members in good standing shall be entitled to vote and participate in CCIA meetings.

Section 3. Rules of Behavior

- a. No emotional, verbal, physical or electronic/digital abuse, harassment or bullying. Interactions with members, elected officials and candidates will be conducted in a civil and courteous manner.
- b. Any violation of local or federal law while serving in a manner or matters relevant to the CCIA will be considered a violation of the CCIA mission.

Section 4. Enforcement of Rules of Behavior

- a. In the case of misconduct members are encouraged to report such occurrence to the Leadership Team.
- b. If warranted, the Leadership Team will discuss the reported behavior, and if appropriate, designate a Team member to investigate. This designated member will talk with both the person reporting the behavior and the person whose behavior was reported. Additionally, if investigation proves factual, the person whose behavior was reported will be issued a verbal warning.
- c. Should the behavior continue the Leadership Team will provide a written warning, citing the dates of the verbal warning(s) with specific incidents. A written warning may constitute suspension of membership leading up to and including removal of membership.

Section 5. Affiliation

Active members in good standing, pursuant to these Bylaws and Standing Rules are allowed to identify as a member of the CCIA in verbal or written communications while acting upon matters relevant to the CCIA mission.

ARTICLE III

FISCAL YEAR – RENEWAL OF MEMBERSHIP

Section 1. Fiscal Year

The fiscal year of the Coalition shall be from January 1 through December 31.

Section 2. Membership Dues Renewal

Renewal of membership dues for the fiscal year are due on January 1 and must be paid in full by March 1.

Section 3. Payment of Dues

Dues paid after October 31st will be applicable to the following year.

ARTICLE IV

ADDITIONAL DUTIES OF TREASURER

Section 1. The Treasurer shall have the additional duties:

- a. The Treasurer shall maintain membership registrations and give yearly reminders to the membership for dues payable.
- b. The Treasurer shall provide the club's financial records for a biennial audit by an audit committee appointed by the Chairman.
- c. The Treasurer shall create a budget for submission and approval by the Board of Directors and the membership.

ARTICLE V

AMENDMENT OF STANDING RULES

These Standing Rules may be amended by a majority of members in good standing, in attendance at any CCIA meeting, submitted in writing for review by the Board of Directors.

ARTICLE VI
ORGANIZATION CHART

COALITION OF CONSERVATIVES IN ACTION (CCIA)

