

# COALITION OF CONSERVATIVES IN ACTION BYLAWS

**Approval Date: February 16, 2023**

## **ARTICLE I: ORGANIZATION NAME**

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

## **ARTICLE II: MISSION AND PURPOSE**

**Purpose & Beliefs:** CCIA is an America 1<sup>st</sup>, grassroots, in-action, advocacy organization of independent, non-partisan, non-denominational, and color- or identity-blind citizens. As a coalition, we work towards a common goal and that is to improve our community here in Las Cruces, New Mexico. Our foundation is based on three main values of faith, family and freedom. We believe in the core American beliefs of liberty, self-governance, volunteerism, patriotism, pragmatism, individualism and unity.

As “We the People”, we stand firm in upholding our God-given freedoms and rights by engaging in all aspects of the political process, regardless of party affiliation. It is up to every citizen to empower his or her fellow citizens to hold all elected officials accountable and ensure that citizens who reflect core American values such as freedom, equality and justice are elected to office. Once in office, we hold them accountable and responsible for those values while in office. Over time, we have allowed ourselves to be enslaved by a corrupt government. Our civic duty is to challenge government overreach, hypocrisy and injustices through civil discourse.

**Mission Statement:** The mission of the Coalition of Conservatives in Action is to challenge, engage and hold accountable elected and appointed officials by educated and informed citizens through civil discourse in order to effect change. All this begins at the local level.

**CCIA Motto: Educate > Engage > Reform**

### **1. Specifically, CCIA:**

- 1.1 Conducts regular meetings open to all citizens who value traditional and/or conservative values.
- 1.2 Advocates for conservative principles and laws in the areas of public policy and local government.
  - 1.2.1 City Council, County Commission, School Board, State Senators & Representatives

- 1.3 Researches and provides factual data on topics of current concern and local issues that affect the quality of life and security of citizens in our local communities.
- 1.4 Organizes events, workshops or other educational activities to bring awareness to and about conservative ideals to promote citizen participation.
- 1.5 Collaborates with other like-minded organizations and candidates to further the purpose and mission of the coalition.

### **ARTICLE III: ELIGIBILITY AND MEMBERSHIP**

#### **1. Eligibility**

- 1.1 Any individual is eligible who supports the mission and purposes of the Coalition of Conservatives in Action and abides by these Bylaws and standing rules. A payment of membership dues per year is requested unless otherwise waived by a vote of the Leadership Team.

#### **2. Active Member**

- 2.2 A prospective member is required to complete a Registration Application for review by the Leadership Team. Upon approval, membership dues shall be payable and renewable annually. The renewal of dues occurs at the beginning of each calendar year.
- 2.3 Any registered member who has paid membership dues, is an active contributing member of CCIA and conforms to the CCIA culture of exchanging information and engaging in initiatives.
- 2.4 Active Members shall be able to entertain motions, hold office, participate in Action Committees and vote with the membership at large.
- 2.5 Active Members are patrons of CCIA and are recorded in the membership register by having completed the membership application and voted into the membership by the membership at large.
- 2.6 Members who are not current in their membership dues but who are actively contributing and communicating may still be considered Active Members by majority vote of the Leadership Team as the situation arises.

#### **3. Inactive Members**

- 3.1 Inactive members are previously registered members that are not current in the payment of membership dues and shall not be considered an Active Member if they are also not actively contributing or discontinues communication as may be determined by the Leadership Team.
- 3.2 Inactive members cannot entertain motions, vote, hold office or participate in Action Committees.

4. **Honorary Member:** A prospective member determined to be an exemplary individual in all behavior and contributions to the Coalition as determined by a simple majority of the Leadership Team vote, may be made an active member as described in Article III; Section 1 without payment of any membership dues.

## **5. Removal of a Member from Membership**

5.1 A registered member may be removed from membership by CCIA Leadership Team by simple majority vote for following reason:

5.1.1 Failure to abide by the CCIA Bylaws.

5.1.2 Conduct unbecoming a member while in the course of conducting activities on behalf of CCIA.

## **6. Good Standing**

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

## **7. Rules of Behavior**

7.1 No emotional, verbal, physical or electronic/digital abuse, harassment, or bullying is acceptable. Interactions with members, elected officials and/or candidates while representing CCIA will be conducted in a civil and courteous manner.

7.2 Any violation of local or federal law while serving CCIA, in manner or matters relevant to the CCIA, will be considered a violation of the CCIA mission.

## **8. Enforcement of Rules of Behavior**

8.1 In the case of misconduct, members are encouraged to report such an occurrence to the Leadership Team.

8.1.1. If warranted, the Leadership Team will discuss the reported behavior, and if appropriate, designate a member of the Leadership 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.

## **9. Affiliation**

9.1 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. Members of the leadership will be encouraged to wear CCIA apparel in the promotion of the organization.

# **ARTICLE IV: ORGANIZATIONAL STRUCTURE**

## **1. Officers**

Officers of the Coalition of Conservatives in Action shall include the following and have such duties as described under Article V:

1) Chairperson; 2) 1<sup>st</sup> Vice-Chair; 3) 2<sup>nd</sup> Vice Chair; 4) 3<sup>rd</sup> Vice-Chair  
5) Secretary and 6) Treasurer

## **2. Action Committees**

2.1 In addition to officers, the following committees shall be formed to carry out the objectives of the Coalition to include the following as described in Article VIII, but shall not be limited to the following:

- Election Integrity
- Faith Outreach
- Education
- Crime and Public Policy
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- Political Liaison

## **3. Terms of Office**

3.1 The office of Chairperson may succeed for a second one-year term. An option to extend the number of terms must be approved by simple majority of the Leadership Team.

3.2 Officers shall serve a one-year term and shall not exceed two consecutive one-year terms in any office. An option to extend the number of terms in a single office must be approved by simple majority of the Leadership Team.

## **4. Dates of Terms**

4.1 Each officer shall be sworn in and begin their elected term of office January 1st and ending December 31st.

4.2 Treasurer shall turn over to its successor a final accounting through December 31st, along with any records no later than January 31st immediately following unless an extension is approved by the Leadership Team.

## **5. Election of Officers**

5.1 The Leadership Team shall appoint a Nominating Committee that consists of currently Active Members who shall serve as election officials no later than October 15th of each year for the election that shall occur before the end of such year.

5.2 The election period shall begin on October 15th and end on the day of the Election.

5.3 CCIA shall use a One-Vote System where Active Members are limited to selecting one candidate for each position on the ballot form. The successful candidate for each position will be the candidate with the simple majority of votes cast.

5.4 CCIA may elect to conduct elections either online or in-person meetings providing sufficient notice of the nominated candidates for each office up for election, of no less than 5 business days, is sent to the Active Membership to make an informed decision.

5.5 Non-members may be solicited to support elections and disengaged after the election period.

5.6 Voting by proxy will be allowed and may be cast during an election only by an active member and submitted on an approved form.

## **6. Resignation of Officer**

- 6.1 Written resignation of an Officer may be accepted upon presentation to the Chairperson.
- 6.2 In the event one of the elected officers resigns, the Chairperson shall be given authority to designate the successor to fill the position until such time as an election may be held at a normally scheduled election.

## **ARTICLE V: DUTIES OF OFFICERS**

### **1. Chairperson**

- 1.1 The Chairperson shall preside over all CCIA meetings and Leadership Team.
- 1.2 The Chairperson shall be an ex-officio member of all committees.
- 1.3 The Chairperson is not a voting member except to break a tie vote.
- 1.4 The Chairperson is responsible for promoting the organizing and establishing relationships with fellow grassroots, elected officials and political organizations.

### **2. 1st Vice-Chair**

- 2.1 The 1<sup>st</sup> Vice-Chair shall perform the duties of the Chairperson in their absence or inability to serve.
- 2.2 The 1<sup>st</sup> Vice-Chair shall perform duties as may be assigned by the Chairperson or the Leadership Team
- 2.3 The 1<sup>st</sup> Vice Chair shall perform duties related to special projects, marketing and events in support of CCIA.

### **3. 2nd Vice-Chair**

- 3.1 The 2<sup>nd</sup> Vice-Chair shall perform the duties of the 1<sup>st</sup> Vice-Chair in their absence or inability to serve.
- 3.2 The 2<sup>nd</sup> Vice-Chair shall act as the central point of communications with other organizations, public sphere and coordinate guest speaker participation.
- 3.3 The 2<sup>nd</sup> Vice-Chair shall perform duties as may be assigned by the Chairperson or the Leadership Team.

### **4. 3rd Vice-Chair**

- 4.1 The 3<sup>rd</sup> Vice-Chair shall perform duties of leveraging and coordinating resources across all the Action Committees.

### **5. Secretary**

- 5.1 The Secretary shall be the custodian of accurate records, minutes of all CCIA meetings of the Leadership Team, up-to-date Active and Inactive Members listings & guest rosters.
- 5.2 The Secretary shall take receipt and record all applications for Active Membership along with the tendered dues and shall immediately turn over such dues to the Treasurer, and such applications to the 1<sup>st</sup> Vice Chair or Chairperson for consideration and vetting.

5.3 The Secretary shall be responsible for keeping the updated Organizational Chart indicating current officers, and Action Committees.

5.4 The Secretary shall coordinate and maintain all correspondence as submitted by the Chairperson or the Leadership Team along with preparing any correspondence as required for signature and sending on behalf of the Leadership Team.

5.5 The Secretary shall be responsible to facilitate the membership application process, maintain attendance rosters, guest registers, organizational brochures, and paraphernalia along with other such duties as may be necessary in the course of hosting and welcoming members and guests to CCIA meetings and events.

## **6. Treasurer**

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

6.2 The Treasurer shall maintain a listing of all assets acquired on behalf of, donated to or purchased by CCIA, and if appropriate, maintain cost depreciation values for possible resale or valuing the total inventory of assets held.

6.3 The Treasurer shall collect all funds to be deposited in a federally insured banking institution as approved by the Leadership Team.

6.4 The Treasurer shall present monthly financial reports to the Active Members at the first regularly scheduled meeting of the month for the prior month.

6.5 The Treasurer shall submit financial reports as requested from time to time which shall report on all funds received including donations, fundraising efforts and membership dues by the Leadership Team.

6.6 The Treasurer will collect dues paid by the members applying for membership or renewal of membership, or received from the Secretary providing the necessary receipts and application forms are submitted.

6.7 The Treasurer shall be an ex-officio member of the Finance Committee.

6.8 The Treasurer shall perform other duties as may be specified in the Bylaws requested by the Leadership Team

## **7. Action Committee Leaders**

7.1 Action Committee Leaders are non-voting members of the Leadership Team but shall attend and report on their activities in Leadership Team meetings.

# **ARTICLE VI: FINANCES**

## **1. Dues Determination**

1.1 CCIA Leadership Team shall consider on an annual basis, and at any time deemed advisable, the amount of Membership Dues due and payable, and shall further consider any member exemption from dues payments as determined by the simple majority vote of the Leadership Team.

1.2 A simple majority of the Leadership Team 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.

## **2. Membership Dues**

2.1 The annual membership dues of the CCIA shall be due upon application for membership, and renewable on January 1 each year thereafter.

2.2 Renewal of Membership Dues shall be considered timely if paid no later than March 31 of each year. Thereafter, the member may be treated as an inactive member.

## **3. Other Revenue**

3.1 Revenue from sources other than annual dues may be raised as determined by the Leadership Team.

## **4. Expenditures**

4.1 All payment of expenses of the coalition shall be first approved by the Leadership Team following a motion, discussion and approval by simple majority as to the appropriateness of such expenditures while also considering the budget and future expenses under which the coalition is operating.

4.2 Acquisitions of property shall be considered and approved by the Leadership and record kept by the Treasurer.

# **ARTICLE VII: LEADERSHIP TEAM**

## **1. Composition**

1.1 The Leadership Team of CCIA shall consist of the elected Officers and the Action Committee Leadership. The Leadership Team is the governing body of the Coalition of Conservatives in Action.

1.2 The Officers alone shall be the voting members of the Leadership Team.

## **2. Duties**

2.1 The Leadership Team shall transact any necessary business, vote and approve or disapprove committee nominations made by the Chairperson, and perform such other duties as assigned by Chairperson.

## **3. Absences**

3.1 Any officer who is unexcused from three (3) consecutive meetings or six (6), in any twelve-month period, may be removed from the Leadership Team.

## **4. Meetings**

4.1 Regular Leadership Team meetings will be at bi-monthly intervals as follows:

4.1.1 A meeting of the Leadership Team may be held in person, by telephone, zoom or other such forms of video communications meeting allowing for all persons who participate can hear each other and participate in the manner that facilitates the conducting of business and constitutes attendance in person.

4.1.2 Special meetings may be called by the Chairperson as required.

## **5. Quorum**

5.1 A quorum for CCIA shall be a simple majority of the CCIA officers. Decisions or actions taken or adopted by a simple majority shall be presented and voted upon at a

meeting at which a quorum is present and shall constitute the action of the organization.

## **ARTICLE VIII; ACTION COMMITTEES**

### **1. Action Committees**

CCIA Action Committees are listed as of the date of these bylaws and may be changed by a simple majority of the Leadership Team:

- Election Integrity
- Faith Outreach
- Education
- Crime and Public Policy
- Political Liaison
- Nominating Committee (for Leadership Team officer elections only)

### **2. Action Committee Lead Responsibilities:**

2.1 Each Action Committee Lead shall be vetted and nominated by the Chairperson, and subsequently presented for approval by the Leadership Team and shall be an Active Member in good standing of CCIA.

2.2 The Action Committees shall outline programs of action for consideration in their respective fields.

2.3 Each Action Committee lead is responsible for the overall management, organization and outcomes of their committee.

2.4 Each Action Committee Lead is responsible for recruiting and appointing members to their respective sub-committees and to provide a list of committee members to the Secretary.

2.5 Each Action Committee Lead is expected to report to the Leadership Team the status of current activities during meetings.

2.6 Each Action Committee shall keep the Leadership Team and partnering CCIA Committee leads informed of any topic requiring immediate action.

2.7 Additional Action Committees may be created and subsequently approved by a simple majority vote of all voting members of the Leadership Team.

## **ARTICLE IX; DISSOLUTION**

In the event of the dissolution of the Coalition of Conservative in Action, to the extent allowed under applicable law, all 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.



## **ARTICLE X: AMENDMENT PROCEDURE**

These Bylaws shall remain in place with an annual review by the Leadership Team in the first month of each new year and may be amended by a simple majority of the Leadership Team. All members of the Leadership Team shall approve any changes to the Bylaws before it is ratified. Should an emergency present itself requiring an amendment to these Bylaws, within the year prior to the point in time for review, a special session of the Leadership Team should be called to review, amend and ratify the affected section of the Bylaws. All members of the Leadership Team must approve the changes before it is ratified.

## **ARTICLE XI: MEETING RULES**

### **1. Regular Meetings**

1.1 Weekly regular public meetings shall be held during the calendar year. Holiday schedule will be announced. These meetings shall be held as decided by the Leadership Team.

### **2. Annual/Election Meeting**

2.1 The Annual Election Meeting will be held on the Monday following the first Friday of December.

### **3. Voting – General**

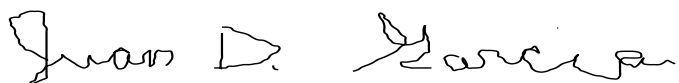
3.1 A vote for any action to be taken may be conducted by simple majority in person, or by mail, telephone, zoom meeting, or email between meetings providing there is quorum participation by a simple majority of the Officers. The vote shall be ratified and entered into the minutes at the next regular meeting of the CCIA.

## **ARTICLE XII: FORMATION OF CCIA CHAPTERS**

A group of like-minded Conservatives may establish a CCIA chapter in their own community. The following guidelines are expected of new chapters:

1. Use of the CCIA brand as defined in Article II of these Bylaws.
2. Retain the same logo with no variations.
3. Adhere to these current CCIA Bylaws.
4. CCIA Founding Board (Las Cruces) approval required before forming.
5. Be autonomous from other CCIA chapters once established with their own leadership, and independent financial records.
6. Partnership and collaborate with all CCIA chapters.
7. A joint leadership team meeting between chapters will be held, at a minimum, quarterly or more frequently as needed.
8. Deviations in the Action Committees (ACs) may be tailored to the respective community or overall joint CCIA statewide goals.

Coalition of Conservatives in Action: Signature of Officers

X \_\_\_\_\_

Juan Garcia, Chair

Date 17 Feb 2023

X \_\_\_\_\_

Julie Pfau, 1<sup>st</sup> Vice Chair

Date \_\_\_\_\_

X \_\_\_\_\_

Lisa Brown, Secretary

Date \_\_\_\_\_

X \_\_\_\_\_

Joan E. Scherer, Treasurer

Date \_\_\_\_\_