

SOUTHWEST FLORIDA COALITION FOR PEACE AND JUSTICE

<http://www.swfcpj.org>

ORGANIZATIONAL BY-LAWS

ARTICLE I. NAME

The organization will be named the SouthWest Florida Coalition for Peace and Justice (SWFCPJ), herein referred to as the “Coalition”.

ARTICLE II. PURPOSE

The purpose of the Coalition is to act as a focal point for discussion, coordination, and networking by member organizations and individuals (herein referred to as “members”) concerned with the pursuit of peace and justice; to enable all of its members to work together to produce programs, events, and projects, vigils, demonstrations, and other activities designed to further the pursuit of the Coalition’s purposes and goals; to raise, manage, and dispose of funds that may be necessary or convenient for attaining the stated purposes of the Coalition; and to present to the public and to elected officials a unified and more powerful voice than can be had by a single person or group acting alone.

ARTICLE III. MEMBERSHIP

A. Categories of membership will be two:

1. Coalition Member
2. Individual Member

Unless expressly identified as such, the term “member” includes both categories.

B. Definitions of Membership and Voting Rights

1. Coalition Membership: Any agency or organization operating in the SouthWest Florida region whose purpose is similar to those of the Coalition is eligible for Coalition membership. Coalition members may be represented by one or more individuals, but each current dues paying member organization is entitled to one vote by its designated organizational representative on each matter submitted to a formal vote at Coalition meetings.
2. Individual Membership: Individuals who are eligible for a lower fee, non-voting annual membership may participate fully in all Coalition activities and discussions, but do not have a vote when formal votes are taken.

SOUTHWEST FLORIDA COALITION FOR PEACE AND JUSTICE

<http://www.swfcj.org>

ARTICLE IV. OFFICERS

A. Officers

The current dues paying Coalition members, with input from the total membership, will elect a Chair, Vice-Chair, Secretary, and Treasurer.

B. Terms of Office

All Officers, selected from the eligible pool of Coalition members, will serve for terms of two (2) years or until their successors are elected, and they may stand for re-election.

C. Candidates

Candidates for each office may be recommended by the Nominating Committee or by nomination from the floor at the Annual Meeting.

D. Election

Officers will be elected by a simple majority of voting members present at the Annual Meeting. The annual meeting is described below in Article VII, paragraph A. . Officers will take office on the first day of the month following the election.

ARTICLE V. DUTIES AND RESPONSIBILITIES OF THE OFFICERS

A. Chair

The Chair will have general and actual management of the Coalition, will maintain the primary contact with the member organizations and press contacts, will suggest and guide the projects and activities of the Coalition, and is ultimately responsible for the preparation of the Annual Coalition Plan and Annual Coalition Report for presentation to the membership at the Annual Meeting.

B. Vice-Chair

The Vice-Chair will share the duties and responsibilities of the Chair and, in the temporary absence of the Chair, assumes the Coalition leadership. In the event that the Chair leadership absence involves an indefinite absence or exceeds a period of four months, the Vice-Chair will convene a Special Meeting to elect a replacement for the duration of that Chair's term of office.

SOUTHWEST FLORIDA COALITION FOR PEACE AND JUSTICE

<http://www.swfcpj.org>

C. Secretary

The Secretary will prepare, distribute, and archive the minutes of all meetings of the Coalition. In addition, the Secretary (or a designate) will act as parliamentarian at all meetings (see article IX below).

D. Treasurer

The Treasurer will have custody of the Coalition's funds and will keep full and accurate accounts of receipts and disbursements in records kept for that purpose. Only the Treasurer will deposit any and all income and distribute any and all monies of the Coalition, the latter in response to bills presented to the Treasurer for payment or reimbursement. The Treasurer will develop and maintain a Coalition membership list for regular distribution to the Secretary and the membership as requested. The Treasurer will prepare any year-end regulatory and financial reports that may be required by the Chair, Executive Committee, and/or government agency.

ARTICLE VI. STANDING COMMITTEES

A. Executive Committee

The Executive Committee will be composed of Chair, Vice-Chair, Secretary, and Treasurer, and two (2) other members who may be nominated by the Nominating Committee or from the floor at the Annual Meeting. The slate will be elected by a majority vote of members present at the Annual Meeting.

B. Nominating Committee

The Nominating Committee will consist of at least three (3) members elected at the Annual Meeting for a term of two (2) years. The nominating committee will not include any members of the Executive Committee.

C. Finance Committee

The Finance Committee will consist of the Treasurer and a minimum of two (2) other members approved by a majority of the Executive Committee.

D. Membership Committee

SOUTHWEST FLORIDA COALITION FOR PEACE AND JUSTICE

<http://www.swfcpj.org>

The Membership Committee will consist of the Secretary and a minimum of two (2) other members approved by a majority of the Executive Committee.

E. Program Committee

The Program Committee will consist of the Chair or Vice-Chair and a minimum of two (2) other members approved by a majority of the Executive Committee.

F. Public Relations/Website Committee

The Public Relations/Website Committee will consist of the Webmaster and a minimum of two (2) other members approved by a majority of the Executive Committee.

G. Ad Hoc Committees

The Chair, the Executive Committee, or a majority of the member organizations may establish Ad Hoc Committee on an as-needed basis. All Ad Hoc Committees will designate their own leadership personnel and structure. Any Ad Hoc Committee will not exceed the term of the Coalition Chair at the time of its establishment.

ARTICLE VII. MEETINGS

A. Annual Meeting

There will be at least one annual meeting of the general membership to review reports of the previous year's Coalition activities and to approve plans and policies for the coming year. This general meeting will be held during the first calendar quarter of each year at a time and place determined by the Executive Committee. Notices by email will be sent to those on the Coalition Secretary's list (and regular mail for those who have so requested this method in writing to the Coalition Secretary) will be sent at least two (2) weeks before the meeting.

B. Monthly Meetings

Monthly meetings will be held on a date agreed upon at the previous monthly meeting with advance email notice only (to those on the Coalition

SOUTHWEST FLORIDA COALITION FOR PEACE AND JUSTICE

<http://www.swfcpj.org>

Secretary's list) one week before the meeting. Due to the frequency of such meetings, notices other than by email are not practical and will not be used. Information about the date and times of monthly meetings is available from the Coalition Secretary upon request.

C. Special Meetings

Special meetings may be called by the Chairperson and two (2) or more of the other officers; or by five (5) or more members, provided that advance notice of time, place, and agenda is sent to those on the Coalition Secretary's list (and regular mail for those who have so requested this method in writing to the Coalition Secretary) at least ten (10) days in advance of the meeting date.

ARTICLE VII. FISCAL YEAR

The Fiscal Year will begin on October 1 annually. Coalition Plans, Reports, dues, and the like are based on the organization's fiscal year.

ARTICLE VIII. BY- LAWS

A . Amendment

These By-laws will be regularly reviewed, and revised, and/ or amended as needed at the Annual Meeting. In addition, they may be amended at any Special Meeting, expressly called for that purpose, respecting the meeting notice requirements described above. Changes will be determined by a majority approval of voting members present at the meeting.

B. Implementation

The amended By-laws become effective on the date specified by the voting members.

SOUTHWEST FLORIDA COALITION FOR PEACE AND JUSTICE

<http://www.swfcj.org>

ARTICLE IX. RULES OF PROCEDURE

The rules and procedures contained in Roberts Rules of Order (Revised, 10th edition) will govern the conduct of the membership at all meetings unless expressly excepted with the approval of a majority of those members at a particular meeting for the duration of that meeting only. Without the incorporation of Roberts Rules of Order (Revised, 10th edition), no vote taken at any meeting will be binding upon the Coalition or its membership in any future time. Any questions any of the members may have about the parliamentary procedure (i.e. Robert's Rules of Order) may be directed to the Coalition Secretary.

ARTICLE X. DISSOLUTION