

**BYLAWS  
OF  
SHREVEPORT MAYOR'S WOMEN'S COMMISSION**  
Adopted as amended during the September 4, 2014 Commission Meeting.

**ARTICLE I**

**Name**

The name of this organization is the Shreveport Mayor's Women's Commission.

**ARTICLE II**

**Mission Statement and Purposes/Functions**

**Mission Statement**

The Shreveport Mayor's Women's Commission is dedicated to:

- A. Promoting and furthering the economic status, health, safety, education, leadership, and advocacy opportunities for the advancement of the women and youth in the city of Shreveport;
- B. Enhancing the quality of life for all area residents, particularly women and families; and
- C. Seeking partnerships with government agencies, nonprofit groups, and private groups and business to develop the information, expertise, volunteers, financing, and/or other resources to accomplish the goals and work of the Commission.

**Purposes/Functions**

The purposes/functions of this organization are to:

- A. Serve as a clearinghouse for information regarding the concerns of women in the city of Shreveport;
- B. Act as a liaison with the Mayor and his/her Office concerning issues affecting women;
- C. Serve as an ex-officio board of women to whom the Mayor or other city officials may come and address the City's concerns regarding women's issues in Shreveport;
- D. Plan, promote and assist in implementing programs that address critical issues affecting the well-being of Shreveport women and youth;
- E. Partner with other organizations and public bodies in advancing the causes of women and youth in Shreveport;
- F. Foster an across-the-board support of women in the city of Shreveport; and
- G. Submit an annual report to the Mayor that identifies progress made in addressing the needs of the women and youth of Shreveport during the previous year and recommendations for addressing critical problems that may need addressing in the following year.

**Article III**  
**Commission's Responsibilities**

**Section 1. Management of the Organization**

The Commission is responsible for management and direction of the Organization. It shall establish policies governing all aspects of the Commission's activities. It shall have the power to elect officers and at-large members, and establish committees. It shall control all assets and be responsible for finances.

**SECTION 2. Attendance at Meetings**

Commissioners are expected to attend all meetings of the organization.

**SECTION 3. Participation in Commission Events**

All Commissioners are expected to participate in the planning and execution of activities and attend all events sponsored by the Commission.

**Article IV**  
**Executive Committee**

There shall be an Executive Committee, consisting of the officers of the Commission, the city liaison, three(3) members-at-large, and the immediate past president. The parliamentarian, if one is appointed, shall serve as a non-voting member of the Executive Committee. The Executive Committee shall meet in December to evaluate the performance of the organization in achieving its purposes and finalize the annual report covering its activities over the past year. The report will be presented to the members at the January meeting for approval, and once approved; the report will be submitted to the city liaison for presentation to the Mayor. Other meeting of the Executive Committee shall be held upon the request of the president.

**Article V**  
**Membership**

**Section 1. Members**

The Commission shall consist of 20 to 30 members. In addition, the Mayor will appoint a city liaison who will not have voting rights. All members, excluding the city liaison, will be approved by the Membership Committee and the Commission. The approved members will, in turn, be submitted to the Mayor for the Mayor's final approval of membership.

**Section 2. Qualifications**

Commission members shall be residents of Shreveport or be employed in the city of Shreveport, and must maintain an active membership, including attendance at monthly meetings and participation in Commission sponsored events. Every effort will be made to ensure the diversity of the community insofar as the ethnic, economic, age, and cultural makeup of the city's population. To accomplish this, the Commission will strive to select at least one member from each zip code area in the city; those zip code areas with larger populations may have more than one member. The same concern for diversity shall apply when filling all vacancies that result from resignations, terminations, or normal attrition.

### **Section 3. Selection of New Members**

Applications for Commission membership will be sought and collected by the Membership Committee throughout the year. Additionally, the Historian will maintain a women-related organizations list to be used for New Member application form. Invitational mailings will be disseminated in October, inviting them to submit names of women who are interested in being considered for membership on the Commission. An annual mailing, separate from the mailing to women-related organizations seeking nominations for the HERA Award, will take place during the month of November.

The Commission's Membership Committee will be responsible for ensuring that the applicants understand that they will be required to attend monthly meetings and participate in Commission-sponsored events. In November of each year, the Membership Committee shall submit all applications received during the course of a year to the Nominating Committee. The Nominating Committee will use the applications in developing a slate of new members to be presented to the Commission for approval during the November meeting each year. Upon approval by the Commission, the names will be forwarded to the city liaison, who will present the slate to the Mayor for his/her final approval. Upon approval by the Mayor in November, the president will send letters to the new members informing them of their selection and inviting them to attend the annual meeting in January. See Article V, Section 7 for information for replacing a Commissioner who resigns, is terminated, or dies in office.

### **Section 4 Term of Office**

All Commission members shall serve a three (3) year term. Members may choose to run for a second term of three years. Each term will begin in January following the election of the new member during the Commission's meeting in November of each year, and approval by the Mayor. All commission members who have served for two (2) consecutive terms shall be ineligible for re-election for a period of at least one (1) full year following the expiration of their second full term.

### **Section 5. Assessment of Dues**

Members of the Commission shall be assessed dues in the amount of \$50.00 annually. This amount may be changed upon a majority vote at any Commission meeting, provided that the notices sent to the members for the meeting state that changing the dues assessment will be discussed at the specific meeting. The treasurer will invoice members in December; dues are payable upon receipt of the invoice. The treasurer will send a reminder notice to delinquent members not paid by January 31. Members who do not pay their dues within 15 days of the reminder notice will be removed from the Commission, and a replacement will be named in accordance with the procedures outlined elsewhere in these bylaws.

### **Section 6. Termination of Membership**

- A. A member may terminate membership by resignation in writing or electronically to the president of the Commission. The resignation will take effect immediately.
- B. If a member is absent for two (2) consecutive meetings, the chairman of the Membership Committee, on behalf of the Commission, will notify the member in writing or electronically that a third missed consecutive meeting will result in termination. If a

member so notified does not attend the next meeting, it will be assumed that the member is unable or does not want to continue as a member of the Commission, and the seat will be declared vacant. A replacement will be appointed following the rules outlined in Section 7 below.

- C. If a member is absent for more than four meetings during a year that member will be terminated and a replacement appointed following the rules outlined in Section 7 below.
- D. If a member fails to participate in at least 60% of the meetings or special events held each year, that member may be terminated and a replacement appointed following the rules outlined in Section 7 below.
- E. Failure to pay the assessed dues within 30 days of the reminder notice being mailed will cause a member to be terminated.
- F. New members replacing a terminated or resigning member only, who has paid the \$50.00 assessment, will not be liable for payment during said calendar year.

### **Section 7. Replacement of Terminated Members**

Replacement of members terminated for any of the reasons listed in Section 6 above shall take place at the next Commission meeting following the termination where a quorum is present.

The Membership Committee will be responsible for making a recommendation to the Commission from the applications for membership that they have received. Following the recommendation from the Membership Committee, the president will open the floor for additional nominations from the members. If more than one person is nominated to fill the vacancy, a secret ballot shall be taken, and the individual who receives the most votes during the secret ballot shall be elected to fill the vacancy. The vice president shall be responsible for totaling the votes of the secret ballot. The person elected to fill the vacancy will have the same term of office as the Commissioner being replaced, and will be seated following the same procedures as Commissioners elected during the November meeting as outlined in Article V, Section 3.

## **Article VI** **Membership Meetings**

### **Section 1. Regular Meeting**

Regular monthly meetings will be held the first Thursday of each month, unless the date falls on a city holiday, then the meeting date shall be changed to the date approved by a majority vote of the Commission at the previous meeting where a quorum is present.

### **Section 2. Special Meetings**

Special meetings may be called by the president and/or at the discretion of the Executive Committee.

### **Section 3. Annual Meeting**

The annual meeting will be held in January for the purpose of: 1) installing new Commissioners and officers and at-large members elected during the November meeting, 2) approving the annual report prepared by the Executive Committee in December, and 3) approving the annual budget.

**Section 4. Notice of Meetings**

Written or electronic notice stating the place and time of the meetings shall be given to each member at least one week in advance of any meeting.

**Section 5. Quorum**

One-third (1/3) plus one of the current number of Commissioners shall constitute a quorum at any meeting of the Commission.

**Article VII**

**Voting**

All members who are current in their dues shall have the right to vote on matters coming before the Commission. A quorum must be present, and a majority vote of the members present is required to pass any motion.

**Article VIII**

**Election of Officers and At-Large Members**

**Section 1. Officers**

The officers shall consist of a president, vice president, secretary, treasurer, financial secretary, and historian. The officers shall be elected by a majority vote of the Commission.

**Section 2. At Large Members**

Three (3) members-at-large will serve on the Executive Committee and represent the will of the Commissioners other than the officers in intervals between meetings.

**Section 3. Terms of Office**

The terms of office will be for one year, with renewal of one additional year possible should the Commissioners so approve. No Commissioner shall serve in the same office for more than two consecutive years.

**Section 4. Election of Officers and At-Large Members**

The election of officers shall be held annually during the November meeting each year. A slate of officers and three (3) members-at-large shall be presented by the Nominating Committee. Before the vote is taken, the president will open the floor for nominations for each office. If no nominations are made, the nominations for offices will be closed. If additional nominations are made from the floor, the election will be held by secret written ballot. The ballots will be counted by the Nominating Committee. The results will be given to the president to be presented to the Commission. In the event of a tie for a specific office, a re-vote will be taken, again by secret ballot, with the Nominating Committee responsible for counting the ballots cast in the re-vote.

**Section 5. Vacancy**

Vacancies in any office shall be filled by majority vote of the Commission present at the next meeting of the Commission where a quorum is present. Nominations for the replacement may be made by any Commissioner. If more than one person is nominated to fill a particular vacancy, a

secret ballot shall be taken, and the individual who receives the most votes during the secret ballot shall be elected to fill the vacancy. The vice president shall be responsible for totaling the votes of the secret ballot.

## Article IX Duties of the Officers

### Section 1. President

The president shall preside at all meetings of the Commission and perform such tasks as stated in the by-laws:

- A. Plan the meeting's agenda in consultation with the Executive Committee.
- B. Develop a membership roster in collaboration with the secretary.
- C. Appoint chairs for each of the standing committees and consults with each committee chair as to the progress of each committee.
- D. Establish goals and programs for the presiding year based on the previous years' activities and recommendations of the Strategic Planning/Goals Committee, in conjunction with Commission members, and in consultation with the Mayor or the Mayor's designated representative.
- E. Serve as official spokesperson for the Commission.
- F. Perform any and all duties that pertain to the office of president.
- G. Present and distribute written reports of the progress and activities of the Commission at the annual meeting.
- H. May appoint a Commission member as parliamentarian.

### Section 2. Vice President

- A. Preside in the absence of the Commission president.
- B. Assist the Commission president as needed.
- C. In the event of a vacancy in the presidency, the vice president shall assume the presidency. If the vice president serves more than six months in office as president following a vacancy in the office of the president, she may only be re-elected for one additional term, in keeping with Article VIII, Section 8 that states an officer may not serve more than two terms in the same office.
- D. Is responsible for totaling the vote of any secret ballot required to replace a Commission member who has resigned, been terminated or is deceased, or to fill a vacancy in an officer position during all elections except the annual election held in November of each year.
- E. Assist the secretary as needed.
- F. Assume other duties as may be required or delegated.

### Section 3. Secretary

- A. Have general charge over all Commission records.
- B. Keep complete minutes of Commission and Executive Committee meetings.
- C. Responsible for maintaining the official membership roster of the Commission and updating the roster for distribution to the membership.
- D. Responsible for notifying the members in writing or electronically of regular, special, and annual meetings as to the date, time, and location of such meetings.
- E. Distribute copies of the minutes to each member prior to each meeting.

- F. Prepare all correspondence and/or communication concerning the Commission's business, as directed by the president.
- G. Perform any other duties as assigned.

#### **Section 4. Treasurer**

- A. Responsible for all funds received by the Commission subject to state and federal laws and/or regulations.
- B. Manage and maintain records of all Commission's finances.
- C. Balance and prepare a monthly financial report and distribute copies to each member prior to each meeting.
- D. Disburse funds necessary to satisfy obligations.
- E. Serve as ex-officio member of all committees that utilize Commission funds.
- F. Work closely with the Financial Secretary and maintain a check and balance of all receipts
- G. Chair the Finance Committee
- H. Advise the Commission of spending and feasibility of organization's operational plans.
- I. Ensure account balance does not exceed City legally required amounts
- J. Ensure donations present no conflict of interest
- K. Perform any other duties as assigned.

#### **Section 5. Financial Secretary**

- A. Responsible for all funds received by the Commission subject to state and federal laws and/or regulations.
- B. Collects dues from Commissioners and maintains the Commission's checking account.
- C. Receipt all monetary transactions. Balance and prepare a monthly financial report and distribute copies to each member prior to each meeting.
- D. Perform any other duties as assigned.

#### **Section 6. Historian**

- A. Prepare and maintain a list of all women related organizations in the Shreveport area.
- B. Maintain programs, pictures, literature, etc., of all events and/or activities of the Commission throughout the year.
- C. Maintain vital documentation regarding the Shreveport Mayor's Women's Commission.
- D. Compile articles, clippings, pictures, reports etc., of the Shreveport Mayor's Women's Commission for easy access when needed.
- E. Compile and file required documentation for preservation.
- F. Work with the City Liaison in preparing, filing and the handling of any/all historical documentation as it relates to the Shreveport Mayor's Women's Commission
- G. Perform any other duties as assigned.

**Article X**  
**Standing Committees**

**Standing Committees:** The Commission will consist of the following standing committees, whose chairs shall be appointed by the President unless otherwise stated herein:

**Section 1. Finance Committee**

The Finance Committee shall consist of the treasurer, who will be chair, and committee chairs. The committee shall prepare a budget for the following fiscal year (January 1 through December 31). A detailed description of the activities proposed to be funded under the submitted budget shall be provided to the Executive Committee in November of each year to substantiate the budget request. This information will be incorporated into the annual report prepared by the Executive Committee for submittal for approval to the Commission Members at the annual meeting.

In addition to preparing the annual budget, the committee also is responsible for preparing and submitting any financial reports or amendments to the budget and for keeping the Commission informed concerning the financial condition of the Commission.

**Section 2. Strategic Planning/Goals Committee**

The Strategic Planning/Goals Committee is responsible for developing recommendations for programs that will address the goals annually established by the Commission as a whole. Individual committees, with chairs, will be established to plan and implement each of the programs.

**Section 3. Membership Committee**

The Membership Committee is responsible for collecting applications for new members and bringing before the Commission recommendations for appointment of new members to the Commission as vacancies occur during the year. Additionally, in October of each year, they will provide the Nominating Committee with copies of the accumulated applications, which the Nominating Committee will use to nominate new members to replace members who have completed their term(s) on the Commission. Additional responsibilities of the Membership Committee will be to keep current attendance records of all members and to notify members, in writing or electronically, when they are not in compliance with the attendance requirement outlined in Article III, Section 6.

The Membership Committee chair will notify, in writing or electronically, the individual who submitted an application that the application has been received and will be included with other applications for consideration for possible appointment to the Commission. Such notification will be given within two weeks of receipt of the application. Since the New Member application, as currently structured, requires that the application(s) be submitted to the city liaison, the city liaison will be responsible for sending the application(s) to the Membership Committee chair within two (2) days of receipt of the application(s). The application(s) may be mailed or scanned and emailed. The city liaison will retain a copy of the application(s) submitted to the Membership Committee for future reference.

**Section 4. Nominating Committee**

The Nominating Committee will be appointed by the president during October of each year. The committee will be composed of three to five members. The committee is responsible for: Nominating a slate of officers and at-large members to be presented to the Commission in November of each year. Obtaining applications accumulated throughout the year by the Membership Committee and considering those applications in making their recommendations for new Commissioners. Information pertaining to the background of each nominee for Commissioner must be presented to the Commission at the time their names are proposed for consideration.

No member serving on the Nominating Committee may be proposed to serve as an officer or at-large Member on the slate the Nominating Committee presents to the membership during the November meeting.

**Section 5. HERA Awards Committee**

The HERA Awards Committee is responsible for coordinating activities for the annual HERA Award Reception, which will be held yearly, on a date determined appropriate by the Commission. The committee also will be responsible for developing the criteria for the awards presentation on behalf of the Commission and reviewing applications submitted for consideration.

**Section 6. Website Committee**

The Website Committee, in conjunction with the city liaison, will be responsible for establishing and maintaining a website that provides information of value and benefit to the women and youth of Shreveport.

**Section 7. Publicity Committee**

The Publicity Committee shall work with the president and city liaison to publicize the Commission's activities and programs.

**Section 8. Committee Reports**

Each committee chair will submit an annual report of its activities to the Executive Committee at its November meeting. These reports will be used to prepare the Commission's annual report to the Mayor.

**Section 9. Other Committees**

Other committees may be established as deemed appropriate.

**Article XI**  
**Finances**

**Section 1.** The financial obligations of the Shreveport Mayor's Women's Commission, such as are incurred in the routine performance of its affairs, shall be incurred only by authority of the Board of Directors subject to the limitations, if any, contained in these bylaws.

**Section 2.** An annual operating budget shall be developed by the Finance Committee and presented to the Board of Directors for their approval and adoption in January.

**Section 3.** All notes and other evidences of indebtedness, including those which are incurred in the routine performance of its affairs or specially authorized by the adoption of an annual operating budget shall be signed by any two of the following SMWC officers:

1. President
2. Vice president
3. Treasurer
4. Secretary

**Section 4.** The Commissioners, by resolution, will elect a depository or depositories for the monies of SMWC. Monies received by SMWC shall be deposited to the credit of SMWC in the Deposit Account and shall be withdrawn only by checks signed by any two of the officers listed in Section 2 above. All disbursements shall be by check with an appropriate record.

**Article XII**

**Parliamentary Authority**

In matters of procedure not provided for by these bylaws, or not otherwise provided by the Commission, the most current edition of *Robert's Rules of Order, Revised* shall govern.

**Article XIII**

**Amendments**

These bylaws may be amended with due notice by a simple majority vote of the members present at any meeting, with the exception of Article II, which must be approved by the Mayor prior to its being amended. The new proposed bylaws must be distributed to the Commissioners via mail or electronic means one week prior to the meeting asking for confirmation of any amendment(s).

Amended Bylaws were approved during a regular monthly Commission meeting held on September 4, 2014.

President's Signature: MeGail D. Parsons September 4, 2014  
Date

Secretary's Signature: Jackie Dozier 9/4/2014  
Date

By-Laws Committee Chair Signature: Trina Chu 9/4/2014  
Date