



Springfield Indivisible Constitution and Bylaws

ARTICLE 1

Name and Affiliation

The name of this organization will be Springfield Indivisible (hereafter "SI"). SI is registered with the National Nonprofit, The Indivisible Project.

ARTICLE 2

Preamble

Springfield Indivisible was formed in response to the Trump administration's racist, trans- and homophobic, sexist, xenophobic, white supremacist, anti-worker, anti-family, un-American agenda. Our mission is to hold our elected officials accountable to the diverse people they represent, during and beyond the Trump administration. We do this through:

1. Persistent legislative actions (phone calls, office visits), guided by the National Indivisible guide, that target federal and state policies that adversely affect our citizens
2. Community events (demonstrations, town halls, workshops, voter registration)
3. Supporting and empowering community members by building relationships with local groups with shared values

ARTICLE 3

Executive Committee

3.1 Executive Committee role: The Executive Committee is responsible for overall policy, messaging, direction of SI, and delegates responsibility for day-to-day operations to standing committees, subcommittees, and voting members as necessary.

3.2 Executive Committee positions: The Executive Committee will consist of two co-chairs, one secretary, one treasurer, and one communication lead. These positions are strictly volunteer and uncompensated.

Clause 1 – Qualifications for service: To serve on the executive committee, members must meet these qualifications:

1. The member has read the Indivisible Guide and familiarized themselves with SI's interpretation and implementation of the guide.
2. The member commits to following SI's code of conduct, outlined in Appendix 2.
3. The member promises to de-escalate conflict and remove themselves from situations where people are breaking SI's code of conduct.
4. To run for co-chair, individuals must have been active, voting members of SI for at least one year.

Clause 2 – Gender parity: Indivisible strives for inclusiveness and when possible committees should maintain gender parity. The Executive Committee reserves the right to appoint as candidates for officers individuals who do not belong to SI active (voting) membership in case there are not enough eligible candidates to fill all Executive Committee positions.

3.3 Duties of individual Executive Committee Members

1. Co-chairs are responsible for convening and presiding over regularly scheduled Executive Committee meetings and general meetings; for appointing heads of standing committees (all voting members are eligible to head standing committees); for maintaining consistent messaging; for overall direction of the group in keeping with the guidelines laid out by the national Indivisible Guide. Co-chairs are ex-officio members of every standing committee and are non-voting members of each standing committee.
2. The secretary is responsible for taking minutes at all Executive Committee meetings and all general meetings; organize and execute all election related events; for making minutes available to all SI members; for maintaining lists of voting and non-voting members; for tracking meeting attendance for purposes of election eligibility.
3. The treasurer manages SI's budget, keeps bookkeeping records of income and expenses, ensures personal outlays of event expenses are reimbursed to the proper SI members, manages merchandise sales, oversees fundraising, and ensures fiscal transparency with the Executive Committee and all SI members. is responsible for tracking dues; for giving treasurer reports at all general meetings; for an awareness of ethics and campaign finance laws.
4. The communication lead is responsible for building relationships with media outlets and maintaining the contact list of media outlets; for coordinating with standing committees to publicize events; for emailing updates to all members; for posting regularly to our website; for keeping our social media accounts updated and active.

ARTICLE 4

Election of the Executive Committee

4.1 Elections: The members of the Executive Committee will be elected by a simple majority of voting active members. Members will cast their vote via email in January.

4.2 Term of office: all terms will last two (2) years, and executive committee officers can be reelected only once, for a total limit of 4 years.

4.3 Eligibility: Only active voting members of SI can present their candidacy for a position in the Executive Committee. In order to be eligible, a voting member must:

1. Have attended at least 50% of Springfield Indivisible general meetings
2. Have been a voting (dues paying) member of Springfield Indivisible for at least one year to run for chair/co-chair

3. Be in good standing with the payment of membership dues

The Executive Committee reserves the right to appoint as candidates for executive committee officers individuals who do not belong to SI active (voting) membership in case there are not enough eligible candidates to fill all Executive Committee positions.

4.4 Vacancy, Resignation, Recall and termination. When a **vacancy** of an Officer on the Executive Committee exists the executive committee shall appoint an interim Executive Committee member to fill the seat until the next election. **Resignation** from the Executive Committee must be conveyed by the member and received by the Secretary. The written resignation will be effective on the later of (i) the date it is delivered or (ii) the time specified in the written notice that the resignation is to become.

Termination: an Executive Committee member shall be **terminated** from the Executive Committee due to

1. excess absences, determined to be more than three unexcused absences from Executive Committee meetings in a year
2. other failures to carry out duties appropriately.

An Executive Committee member may be removed for reasons other than unexcused absences by a $\frac{3}{4}$ vote of the remaining Executive Committee.

Recall: Voting members can recall an Executive Committee officer due to failure to perform duties. A recall is initiated by making a motion at a general meeting and having motion approved by a simple majority of voting members attending the meeting. The member presenting the motion must present evidence for why the recall is necessary. If successful, the recall motion will be put to a vote of all dues paying members at a later date.

4.5 Elections timeline:

- **October:** candidates will meet with the executive committee: the Executive committee will verify the eligibility of the candidate, verify their qualifications and illustrate to the candidate the duties related to the position they are applying for (see section 3.2.1)
- **November:** candidacies will be presented to the Springfield indivisible general membership and voting members during SI December General meeting.
- **January:** election of the Executive Committee officers. Results will be communicated on line one (1) week after the day of the election
- **February:** after a 2 week transition period the new Executive committee will formally take office during SI February General Meeting.

ARTICLE 5

Membership

5.1 General Membership

Any individual who is committed to the mission statement and tactics described in Article 2 may be considered a general member of SI. General members may not vote in SI elections.

5.2 Voting Membership and Dues

To be a voting member, individuals must pay dues of \$10 per year. We ask that voting members of SI pay dues in order to invest in the long-term stability and growth of the organization in order to be an effective grassroots group in our community. Dues should be submitted no later than the end of the last day of the full first week in January. Individuals that become members outside of the January enrollment period shall pay a prorated annual dues. Individuals experiencing economic hardship shall pay dues in an amount they are able to afford or pursue other ethical arrangements in coordination with the Treasurer. The Treasurer will also accept donation of dues and is authorized to apply such dues to membership candidates who experience financial hardships. Dues will help fund organizational supplies and needs such as printed fliers, subscriptions to online organizing tools, or other needs as approved by membership via simple majority.

5.3 Membership Term

The term of membership shall be twelve (12) months extending from January to January of each calendar year. The annual renewal of memberships period shall be designated as the first full week of January of each respective year.

5.4 Membership Meetings

All business items to be voted on shall be decided by a simple majority from eligible voting members as described in Article 5.2 and of those present at the meeting in which the vote takes place. The members present at any properly announced General meeting shall constitute a quorum.

5.5 Duties of Voting Membership

Any dues-paying member in good standing of SI (who pays membership dues or pursues other ethical alternatives in coordination with the Treasurer as described in section 5.3) shall be entitled to:

1. Cast a vote via email on business items
2. Run for elected positions or be appointed to lead standing committees

5.6 Membership revocation

Membership status may be revoked, given objective evidence, for reasons including, but not limited to:

1. engaging in intimidation or harassment
2. malfeasance or misfeasance
3. unethical decision making
4. misrepresenting SI values
5. discrimination.

Revocation requires a majority vote of the Executive Committee. Dues will not be refundable if membership status is revoked and may include membership lifetime ban.

ARTICLE 6

Conduct of General Meetings

6.1 Frequency: Regular meetings of general membership shall be held monthly (and at minimum once per quarter) at a time and place designated by the Co-Chairs. In addition to election-related activities described in Article 4, general meetings will be the venue for the following activities and procedures:

6.2 Reports: Committee reports will be given at general meetings. An agenda will be provided no later than forty-eight hours prior to the meeting to all members. Committee chairs should notify the secretary of their plans to contribute to the agenda no later than four days prior to the meeting.

6.3 Open discussion: of strategy and actions with membership.

6.4 Procedure: Deliberations and discussions will proceed according to the simplified Robert's rules available in the national Indivisible Guide and on the Springfield Indivisible website.

ARTICLE 7

Standing Committee Structures

7.1 Standing Committees: Because SI is devoted to holding our elected officials accountable, we will maintain standing committees devoted to tracking legislation and news items that our electeds will vote on, and will plan and execute appropriate activities to address those items. This means we have 5 standing committees:

1. Two U.S. Senate standing committees to plan and execute actions directed at our elected national senators.
2. One U.S. House standing committee to plan and execute actions directed at our elected national house representatives (including both District 7 and outlying rural areas).
3. One Missouri state senate standing committee to plan and execute actions directed at our elected state senators.
4. One Missouri state house standing committee to plan and execute actions directed at our elected state house representatives.

Additional standing committees may be added as needed/appropriate, by approval of the Executive Committee, without making changes to SI's bylaws.

Standing committees can and should ask each other for help and work together to coordinate actions.

7.2 Responsibilities of standing committees: Each standing committee is responsible for:

1. Keeping all SI members informed about current legislation and actions that should be taken regarding that legislation. This means standing committees will communicate regularly with SI's communications lead to coordinate phone call campaigns and office visits.
2. Organizing regular in-person actions, including but not limited to office visits, rallies, marches, and lobbying trips to Jefferson City. Each standing committee can decide on the strategies they think will be most effective in consultation with SI's Executive Committee and can and should collaborate freely with other standing committees.

3. All general members (voting and non-voting) can propose actions and campaigns to any and all standing committees and can take leadership roles in those campaigns if approved by the standing committee in question.
4. All actions will follow the best practices outlined in Appendix 1 below.
5. Each standing committee will designate at least one PR liaison who takes responsibility for understanding protocols surrounding press releases, appointing media contacts and directing messaging, and publicity of SI actions. The communications lead is a resource for all PR liaisons.
6. Each standing committee will meet with the executive board regularly.

7.3 Eligibility to lead standing committees: Only voting members are eligible to lead or co-lead standing committees (all members may serve on standing committees), as outlined in section 5.5.

ARTICLE 8

How to amend bylaws

The Executive Committee may adopt, amend or repeal Bylaws. Bylaws may be amended, repealed, or adopted when necessary by unanimous decision of the Executive Committee. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

APPENDICES

Appendix 1: Guidelines for Actions

All actions will be guided by the following principles:

1. Publicity is necessary for the success of any action. This means that all actions must have
 - a. A clear message with moral crisis statement
 - b. A clear target (usually an elected official)
 - c. A clear ask (what do we want the target of the action to do?), including a long version delivered to the target and a cut statement (something short and hashtagable) for SI members and the press to disseminate)
2. All actions are directed by a standing committee, and all actions require that standing committee's PR liaison to:
 - a. make a clear plan to disseminate press releases to all area media contacts in advance of the event
 - b. publicize the event to SI members and the larger community via our email list, website, Facebook group and public page, flyers, community event boards, related groups' Facebook pages, and through any other appropriate venues
 - c. encourage publicity through social media during and after the event by advertising in advance event hashtags, elected officials' Twitter handles and Facebook accounts, and encouraging all participants to post about the action/event to all platforms they use, using agreed upon hashtags and tagging action targets
 - d. collect and disseminate media coverage after the event to demonstrate to SI members and the larger community the impact these events have

3. Collaboration makes our community stronger; standing committees are responsible for reaching out to community groups whose interests align with ours to collaborate on actions. Standing committees must also maintain an awareness of events and actions that have already been planned by other groups and must avoid duplicating those actions. Join in when something has already been planned rather than doubling our efforts.
4. SI believes lasting change comes from community engagement, dialogue, and action. We ask our members and allies who attend events we sponsor to act according to these principles. Agitators are not welcomed to our assemblies.

Appendix 2: Code of Conduct

All SI members agree to abide by the following code of conduct:

1. Assume good intent from other SI members and community members and work toward mutual understanding.
2. Keep larger goals of SI and of the National Indivisible Guide in mind when planning actions and events; not all types of actions and events are appropriate for SI to take charge of.
3. No agitators are welcome at assemblies we sponsor. SI's policy is that we do not engage with agitators at public events. People of color and members of marginalized groups in our community are going to be more adversely impacted by any aggression or violence than white and non-marginalized members of the community. We organize for the safety of those community members, not to put them in danger.
4. SI stands for community and responsibility to our fellow citizens. Disagreement and discussion are positive and productive; personal attacks, heated language, and "dogpiling" in online venues are not. SI members who do not abide by our code of conduct will no longer be welcome in the group, as per article 5.6 of SI's bylaws.