



***Mission***  
***Core Values***  
***By-Laws***

## South Bay Progressive Alliance; Mission, Core Values & Bylaws

### **I. Mission**

The South Bay Progressive Alliance is an independent, politically unaffiliated organization that unites diverse individuals, communities, and organizations into an inclusive coalition that fights to elect local corporate-free candidates, enact progressive policies, and build institutions and a society based on democracy, equity, cooperation, compassion and sustainability.

### **II. Core Values**

Democracy, Equity, Cooperation, Sustainability, Compassion, Inclusiveness, Diversity, Accountability, Solidarity, Integrity, Dignity, Accessibility, and 'Corporate-free'

### **III. Inclusion, affirmative action, and new leadership development.**

The SBPA seeks to build power and to level the playing field for all people regardless of race, ethnicity, gender, gender identity, sexual orientation, class, age, status, history, opportunities, and physical abilities. We prioritize development of leadership and recruitment and support of candidates for office among the same under-represented groups who are aligned with our core values. We incorporate in our organization and activities, 'Universal Design', the practice of building an environment usable to the greatest extent possible by everyone.

### **IV. Status.**

The South Bay Progressive Alliance (SBPA) is an unincorporated not-for-profit association registered in the State of California and Santa Clara County.

--- Preface- See Appendix A for detailed organizational chart ----

### **V. Membership**

- a. Residents of the South Bay area and individuals who work or are regularly active in that area, and who agree with the mission and core values of the organization and pay the basic dues of the SBPA, may become members in good standing of the organization.
- b. Members are encouraged to participate actively in the community and bring ideas and issues to Action Teams and to the Steering Committee (see sections VIII and XI).
- c. Members can attend and vote at Members Meetings, receive membership emails, join Action Teams and Committees, and be considered for SBPA leadership positions.
- d. Members are expected to be respectful of each other and to promote SBPA and its mission to the public.
- e. Members may have their membership terminated by the Steering Committee for just cause.
- f. No members shall have rights to the assets of the organization. Upon dissolution all assets will be donated to a qualified [501(c) (3)] organization, designated by the Steering Committee.
- g. Dues

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1. The annual dues for membership in the SBPA will be proposed by the Steering Committee and approved at a Members Meeting.
2. Dues will be waived for members with extreme financial hardship.
3. Members are encouraged to contribute financially to the SBPA above the basic dues level if possible.

### **VI. Members Meeting**

- a. Members Meetings will be held at least four times per year.
- b. Decisions at Members Meetings will be the final policy authority in SBPA.
- c. The membership will vote to elect the Steering Committee and officers of the SBPA at the January or February Members Meeting (with the exception of the first election).
- d. Voting at the Members Meetings is conducted in person.

### **VII. Voting**

In all bodies of the SBPA we strive to reach consensus and inclusion. Where this is not possible, votes are determined by a 60% majority of the ayes and nays cast by members present. There is no quorum requirement for properly noticed meetings.

### **VIII. Action Teams**

- a. Action Teams will be the basic unit of research and action around specific topics. They can solicit members, define their projects, and develop plans among other functions. They may work closely with elected officials, subject matter experts, and advisors in researching, mobilizing and implementing policy.
- b. Action Teams are open to all SBPA members and may, at the discretion of the Action Team, be open to nonmembers.
- c. Each Action Team will appoint a chair/co-chairs, who will be responsible for convening meetings, record keeping and representing the Action Team on the Steering Committee.
- d. Action Teams will initiate strategy and policy discussions within the SBPA. Decisions that require full SBPA endorsement or affect the SBPA significantly will be presented to the Steering Committee.

### **IX. Officers (5)**

- a. Co-coordinators (2)
  1. Co-coordinators may act for the SBPA in between Steering Committee meetings in cases where time does not permit email polling of the Committee or a Committee meeting. Where possible these conversations should be in consultation with relevant Action Teams or Standing Committees.
  2. Co-coordinators will be the public spokespersons for the SBPA on issues where another person has not been so designated.
  3. Co-coordinators are responsible for setting the dates Steering Committee Meetings

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and preparing the agendas in consultation with the Committee members.

4. One of the co-coordinators will also act as Recording Secretary to maintain accurate documentation of decisions made by the Membership and Steering Committees as well as the Members Meetings.
- b. Treasurer
    1. The Treasurer will collect the dues, issue “thank you” notes to donors and write checks authorized by the Steering Committee (or coordinators).
    2. The Treasurer will make regular reports to the Steering Committee and the Members Meetings.
    3. The Treasurer will convene the Finance Committee.
  - c. Communications Chair: Will convene the Communications Committee
  - d. Membership Chair: Will convene the Membership Committee

### **X. Standing Committees**

- a. Steering Committee, see XI.
- b. Membership Committee
  1. Help welcome new members into the SBPA
  2. Plan and schedule Members Meetings in consultation with the Steering Committee
  3. Initiate other membership events as appropriate.
  4. Maintain membership records
- c. Finance Committee (Treasurer)
  1. Develop a yearly Budget
  2. Review expenditures
  3. Make proposals for fund raising
- d. Communications Committee
  1. Ensure that Action Teams’ communication platforms/messaging are consistent with SBPA Mission and Core Values
  2. Edit and produce the SBPA newsletter and contact lists
  3. Produce and maintain the SBPA website
  4. Maintain and expand SBPA social media communication
- e. Other Committees as established by the Steering Committee

### **XI. Steering Committee**

- a. The Steering Committee will consist of 9-21 representatives elected yearly. Steering Committee members will include the five Officers and representatives from Action Teams, allied organizations and at-large members.
- b. The Steering Committee may add participants with voice but no vote, to assure sufficient resources, participation and communication with new Action Teams.
- c. The Steering Committee will meet at least monthly.

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- d. Any member of the Steering Committee that is absent for a minimum of three consecutive meetings without notification, may be removed by a vote of the Steering Committee.
- e. The Steering Committee may choose to recommend a vote on impeachment of a Steering Committee member to the SBPA General Membership for just cause. The vote will be decided with a 67% majority.
- f. The **responsibilities** of the Steering Committee are:
  - 1. To attend Committee Meetings, regularly participate in Committee email discussions and vote. Email may be used for non-controversial decisions that are time sensitive.
  - 2. Make decisions of the SBPA between Members Meetings.
  - 3. Establish or recognize new Action Teams as the need rises. The Steering Committee may appoint an initial convener of the Action Team, who will serve until such time as the Action Team selects a replacement. Newly established Action Team representatives to the Steering Committee will be brought to the next scheduled Members Meeting for approval. The Steering Committee may disband an Action Team for just cause.
  - 4. To hear policy proposals from Action Teams, committees, and members.
  - 5. Receive regular reports and proposals from the Action Teams and submit issues and opportunities to the Teams for consideration, recommendations, and action.
  - 6. Submit what it believes to be the most important SBPA policy issues at the Members Meeting and facilitate discussions ensuring that all views are presented.
  - 7. Regularly review the actions of the officers, approve, modify, or revoke those actions. The Steering Committee may replace an officer, permanently or temporarily, and bring the newly appointed officer up to the membership for ratification at the next scheduled Members Meeting.
  - 8. Develop a procedure for each election period for nomination, vetting, and endorsement of candidates in the upcoming elections of public bodies.

### **XII. Elections for Steering Committee**

- a. Elections for the Steering Committee and Officers will be held yearly at the Members Meeting in January or February. The Steering Committee will set the date and provide the proposed slate from the Nominations Committee with at a least 30-day notification to the membership.
- b. Election Procedure:
  - 1. The incumbent Steering Committee will appoint a Nomination Committee of 7 with at least 2 people not serving on the current Steering Committee. The Steering Committee will then announce the date and process for elections to the membership and invite nominations and self-nominations.
  - 2. The Nominating Committee will propose a balanced slate for the new Steering Committee, consisting of:
    - One representative from each active Action Team, recommended by the Action

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Teams.

- One representative from some of the major community organizations and unions that work closely with the SBPA and that uphold the core values of the SBPA. In some cases, this will be a slot designated for filling by that organization.
  - Five officers.
  - A minimum of three at-large Steering Committee members from the membership and/or including possible representatives of sectors of the community whose concerns may not otherwise be represented.
3. The Steering Committee will establish other rules as necessary for the conduct of the election.
  4. The proposed slate will be presented at a Members Meeting for discussion and adoption. Nominations of candidates in addition to the slate must be received two weeks in advance of the scheduled election.

### **XIII. Amendments**

- a. The Members Meeting may adopt any amendment to the Bylaws by a 67% majority vote.
- b. The Steering Committee or any 10 members of the SBPA may propose amendments to the Bylaws.
- c. The Steering Committee will submit all amendments to the Bylaws to the membership at least 30 days prior to the Members Meeting.
- d. Any amendments to the submitted Bylaws amendment must be circulated at least 15 days prior to the Members Meeting.

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## XIV. Appendix

### SBPA ORGANIZATIONAL STRUCTURE

