

SISTERS IN CRIME, INC.
Capitol Crimes, Sacramento Chapter Bylaws
Effective August 26, 2021

Vision: Serve as the voice for excellence & diversity in crime writing

ARTICLE I

Name:

Section 1. The name of this organization shall be Capitol Crimes. Its principal location shall be the Sacramento region of California.

ARTICLE II

The mission of Sisters in Crime, Inc. and Capitol Crimes is to promote the ongoing advancement, recognition and professional development of women crime writers.

ARTICLE III

Membership: Membership is open to all persons worldwide who have a special interest in crime and mystery writing and in furthering the purposes of Sisters in Crime, Inc., as defined in Article II.

Section 1. ACTIVE Membership. An ACTIVE member is a paid-up member of both Sisters in Crime, Inc., and Capitol Crimes. This includes, but is not limited to, authors pursuing a career in crime and mystery writing, booksellers, publishers, librarians, editors, fans, and readers.

Section 2. EXPANSION OF MEMBERSHIP CATEGORIES. Additional or amended categories of membership, such as Honorary Membership may be added by a majority vote of the Board.

ARTICLE IV

General Management:

Section 1. The general management, control, and direction of the affairs, funds, and property of Capitol Crimes shall be vested in the "Board."

Section 2. No part of the net earnings of Capitol Crimes shall inure to the benefit of any member, Member-at-Large, or Officer of the organization, or to any private individual, provided, however that reasonable compensation may be paid for services rendered to, or for, Capitol Crimes.

Section 3. If there is a cash surplus at the end of the fiscal year, it shall be retained in the treasury of Capitol Crimes to be used to further the

purposes of the organization.

Section 4. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation or public policy, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution of statements) except as authorized under the Internal Revenue Code of 1954, and the Tax Act of Canada, as amended.

ARTICLE V

The Board of Directors:

Section 1. The Board of Directors of Capitol Crimes (“the Board”) shall consist of the Officers and up to five (5) Members-at-Large. They shall be Active members of both Sisters in Crime, Inc. and Capitol Crimes. The Officers of Capitol Crimes shall be a President, a Vice-President, a Secretary, and a Treasurer. The Secretary and Treasurer may be elected or appointed as meets the need of a chapter.

In the event that a decision needs to be made quickly without time to poll the general members, the Board may make that decision. Votes, which may be collected electronically, shall be tabulated and recorded by the Secretary or other designated member if an election includes the incumbent Secretary.

Section 2. The President shall preside at all membership meetings and call and preside at all meetings of the Board. The President sets goals and responsibilities, serves as ad hoc member of committees, keeps members informed, serves as group spokesperson, and performs such other duties as the Board may from time to time determine. The President shall be elected for one (1) one-year term and shall not run for that office or the office of Vice-President again until at least two (2) years have elapsed from the end of their term. The President will, however, serve on the Board in an ex officio capacity with no voting powers for the period of one year following their term.

Section 3. The Vice-President shall substitute for all or part of the above if the President is unable to fulfill her obligations, attend Board meetings, and may act as chairperson for a special event. The Vice-President shall serve in that role for one (1) year and shall then, after ratification by the membership, succeed to the presidency for a one-year term. The purpose of this is to ensure continuity. The Vice-President assists or substitutes for the President as required. The Vice-President shall be elected for a three-year term, during the second term of which, after ratification by a majority vote, they will serve as President. The third year is in an ex officio

position with no voting powers. The former president shall not run for the office of President or Vice-President until at least two (2) years have elapsed from the end of their term.

Section 4. The Secretary shall take minutes at all general membership and Board meetings, handle correspondence in coordination with the President, and perform such other duties as may be directed by the Board including the maintenance of a membership roster and information on the chapter's website.

Section 5. The Treasurer shall be responsible for all financial matters of Capitol Crimes including the collection of dues and other income and payment of expenses, maintain bank account(s), keep accurate financial accounts, and prepare and submit a financial statement whenever the Board or general membership requests it. The Treasurer, or any person or persons designated by the Board, may make disbursements from the treasury as authorized by a majority vote of the Board and general membership.

Section 6. Should there be a vacancy in the Presidency at any time, the Vice-President shall succeed to the Presidency and shall serve until the next annual election. Any other vacancy of an office shall be filled by a vote of the Board and the successor shall hold office until the next annual election.

Section 7: No member may serve on the Board for more than five (5) consecutive years. After serving for five (5) consecutive years, that member may not run for any position on the Board until at least two (2) years have elapsed from the end of their term.

Section 8. None of the Officers of Capitol Crimes or any other members of the Board will receive a salary or compensation for services rendered except for reasonable reimbursement of expenses incurred with their service on behalf of the organization.

Section 9. EXPULSION OF OFFICERS AND MEMBERS-AT-LARGE. Officers and Members-at-Large can be impeached for dereliction of duty or malfeasance by a majority vote of the general membership, present or voting by proxy at a regularly or specially scheduled meeting with at least 10 days notice of the matter under consideration being sent to the membership. Expulsion includes (a) notifying the Officer or Member-at-Large in writing of the charge(s) and by whom made, as well as filing said charge(s) with the Board, and (b) investigating the charge by a committee of members, none of whom is a member of the Board and chaired, if possible, by a former president or other officer of Capitol Crimes. The committee will be selected by a majority vote of the Board.

Following the investigation of the charge(s), if a majority of the investigation committee votes to proceed, the committee will hold a hearing under circumstances that will give the accused Officer(s) or Member(s)-at-Large ample opportunity to present a defense. If the investigating committee recommends expulsion by a two-thirds vote, notification of the call for expulsion will be sent to all members together with a statement summarizing the recommendations of the investigating committee. The membership will vote on impeachment of the Officer(s) or Members(s)-at-Large at the next membership meeting after a full and open hearing of both sides.

ARTICLE VI

Committees:

Section 1. Standing Committees shall be established by the Board, as needed. Chairs of the Standing Committees shall be appointed by the Board from the membership. Chairs shall serve at the pleasure of the Board. They must be Active members of the organization.

Standing committees and their chairs may include:

- 1) A Membership Committee to keep a computerized spreadsheet or list of all members or maintain a member management system including the payment of annual chapter dues with current contact information, to confirm membership in SinC-National, and to maintain the chapter's group listing on the SinC website;
- 2) A Program Committee to work in conjunction with the chapter's President and/or Board to plan the chapter's monthly program meetings, workshops, speaker or author-support at book signing events;
- 3) A Publicity/Media Committee to submit chapter news to the parent SinC newsletter; write a chapter newsletter on an ad hoc basis, if desired; contact and respond to media inquiries; keep a record of member authors' published work; update information on the chapter website; maintain chapter information on social media websites, assist with advertising chapter meetings, maintain chapter website.

Section 2. Ad Hoc and Pro Tem Committees shall be appointed by the President and/or Board, as needed.

ARTICLE VII

Meetings:

Section 1. Capitol Crimes shall meet at a designated location, either in

person, by proxy or by conference call or other media access, on a schedule as determined by the Board. Meetings shall be conducted in accordance with the parliamentary procedure prescribed by the current edition of Robert's Rules of Order or by any other generally accepted procedure agreed upon by the Board and announced to the members.

Section 2. Board meetings may be held when and where the Board determines, either in person, by proxy or by conference call or other media access. A quorum of at least 3/4ths of the Board members must be present.

ARTICLE VIII

Elections and Nominations:

Section 1. Officer and Member-at-Large elections will take place at the regular chapter meeting each year. The vote will be made by secret ballot, by a show of hands, or by electronic voting. The votes will be tabulated by someone not up for election. An absentee ballot can be sent to members who are unable to make the meeting in order to vote by proxy. The deadline for returning the absentee ballot is at least one week before the election. Only fully paid up Active members may vote. In the event of a tie, a run-off election will be held. Chapter governance will change hands on the following January 1st.

Section 2. Nominations may be made by general members. Nominations should be suggested to the Board who will prepare a slate of nominees. The deadline for submission of nominees is one week before the meeting of the month in which elections are held.

ARTICLE IX

Dues:

Section 1. Every member shall pay chapter dues annually. The amount of chapter dues is determined by the Board. If a member joins in the 9th calendar month or after, dues paid will cover the following year as well.

Section 2. An increase in dues may be proposed by the Board and voted on by a simple majority of the members present and voting at a regularly or specially scheduled meeting with at least 10 days' notice of the increase having been sent to all members. The vote will be made by secret ballot, by a show of hands, or electronic voting.

Section 3. Members of Capitol Crimes are also required to be members of Sisters in Crime, Inc. SinC's organizational dues are collected separately by SinC. Collection of these dues is not the responsibility of the chapter, but the chapter is responsible for confirming that SinC dues have been paid.

ARTICLE X

Discipline:

Section 1. NON-PAYMENT OF DUES. Chapter membership may be terminated if dues have not been paid by 90 days after payment is due.

Section 2. MISCONDUCT. "Misconduct" is here defined as conduct inimical or harmful to the purposes and/or good repute of Capitol Crimes. The Board may suspend or expel a member for misconduct in accordance with the organization's Code of Conduct with a full investigation by the Board; the member may be suspended during the investigation. The investigation shall include (a) notification in writing to the member regarding the charge; (b) arrangement for a hearing, either before the Board or before a committee appointed by the Board; and (c) holding the hearing, in circumstances that will give the accused member ample opportunity to present a defense. If the hearing is before a committee, the committee may recommend consequences, but the Capitol Crimes decision shall be made by the Board. If the accused member is unavailable, or refuses to participate in the hearing, or makes unreasonable demands regarding the arrangement, the Board may proceed with the investigation and act, without a hearing. The identities of the accuser, the accused, and all witnesses will be kept confidential. Should they desire to do so, individuals may consent in writing to Capitol Crimes to disclose their identities.

ARTICLE XI

Bylaws and Amendments:

Section 1. These bylaws shall constitute the bylaws pro tem of Capitol Crimes upon approval by the Board and shall continue as bylaws pro tem until amended and/or approved by a majority of the Active membership at a regular meeting or by absentee or electronic ballot. Bylaws shall be distributed to the members of Capitol Crimes thirty (30) days prior to a chapter meeting, accompanied by an announcement that a vote on the bylaws will take place at that meeting. Absentee ballots may be sent to members upon request. Approval of the bylaws require an affirmative vote of a majority of the members participating in the vote.

Section 2. Proposals to amend the bylaws must be authorized by the Board or be presented to the Secretary over the signature of 20 percent of the membership. To be effective, an amendment to the bylaws must be distributed to all members and follow the voting approval process outlined above.

ARTICLE XII

Dissolution:

Section 1. Capitol Crimes will be dissolved only after such a proposal has been accepted by two thirds (2/3) of the Board and notice has been distributed to the membership and to the parent SinC organization. Voting on the proposal shall take place at a monthly meeting or at a special meeting called by the Board. Such voting shall be done by the members in person or by proxy. Approval to dissolve the chapter requires a two-thirds (2/3) affirmative vote by the members who participate in the voting.

Section 2. Upon dissolution of Capitol Crimes its property and assets shall be distributed as follows: (a) all liabilities and obligations of the chapter shall be paid, satisfied, and discharged, or adequate provision made hereafter; (b) assets held by the chapter requiring return, transfer, or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred, or conveyed in accordance with such requirements; and (c) any remaining assets shall be distributed among such tax-exempt institutions or charities whose purposes are in whole or in part compatible with those of Sisters in Crime, Inc. These institutions may be proposed by the Board but must be approved by two-thirds (2/3) vote by those members present in person or by proxy at a special meeting held for the purpose.

Section 3. Information about the dissolution of the chapter will be posted to the chapter's website and include the redirection of interested parties to the contact information available on the parent SinC website or to other nearby chapters.

ARTICLE XIII

Rules of Procedure and Parliamentary Authority:

Section 1. Any policies or procedures not contrary to law or to these bylaws may be approved or amended by a majority vote of the Board. A record of such policies and procedures will be kept by the Secretary or their designee. Notification of policy or procedural changes will be sent to members in the next regular mailing; announced at the next regular meeting; or published in the chapter's newsletter.

Section 2. All meetings of Capitol Crimes and its Board will be conducted in accordance with the parliamentary procedures described in the current edition of Robert's Rules of Order, or by another generally accepted procedure agreed upon by the Board and announced to the members.