

Bylaws of the California Asset Building Coalition

ARTICLE I: NAME

The name of this organization shall be the California Asset Building Coalition hereinafter referred to as the “Coalition” or “CABC.”

ARTICLE II: MISSION

The California Asset Building Coalition (CABC) consists of hundreds of diverse leaders across the state joined together to make California’s economy work for communities targeted by oppressive and extractive systems like poverty and racism. We identify and employ multiple and intersecting strategies to build economic security and power where they are most needed.

ARTICLE III: BACKGROUND AND PURPOSE



The development of assets –whether emergency include both personal and wealth savings, home ownership, or a college savings account—is a crucial determinant of household wealth. It’s clear how emergency savings can shield a family from falling into poverty, when assets act as cushions protecting Californians from the vicissitudes of life; whether it’s an unexpected job loss or a medical emergency. For these reasons, the California Asset Building Coalition aims to ensure that asset development becomes a permanent feature of how social policy and programs are conceived, developed, and delivered. Our work strives to ensure that the assets perspective is strategically and constructively inserted into a wide array of social policy and program discussions.

ARTICLE IV: COALITION MEMBERSHIP

The Coalition shall be composed of entities and individuals who pledge to support CABC’s mission. Entities include nonprofit community-based, regional, or statewide organizations; philanthropic institutions, networks, or associations; local, state, or federal government offices; financial institutions, such as banks, credit unions, and community development financial institutions; economic, community development or planning agencies; legal aid organizations and associations; social enterprises, local businesses, and similar organizations. Individuals include staff, directors, volunteers, community leaders, and clients of such entities.

Entities must pledge support through authorization of their executive leadership and must inform CABC of changes in executive leadership. Individuals who pledge support must identify the entity they are affiliated with and their role(s) within that entity.

ARTICLE V: STEERING COMMITTEE

The California Asset Building Coalition shall be led by a Steering Committee of up to fifteen people who represent CABC’s membership and who work together to organize and carry out the agenda and activities of the Coalition.

On behalf of the Coalition, the Steering Committee will perform the specific functions of:

- Establishing the strategic direction, approving the policy and program agenda of, and overseeing the coordination and progress of the Coalition,
- Ensuring the financial viability of the Coalition, including developing and approving a budget and actively participating in monitoring the financial management of available funds to carry out the activities and purposes of the Coalition,
- Developing or authorize Memorandums of Understanding guiding the relationship of the Coalition with its fiscal sponsor ,
- Identifying funding opportunities and resources
- Identifying opportunities to advance policy reforms consistent with the objectives of the Coalition
- Recruiting and approving new Steering Committee members as needed.

Section 1 – Attendance

The Steering Committee shall meet every other month and in no case, less than four times a year. Steering Committee members are expected to attend all meetings and to notify the Chair and Vice Chair in advance of any absences due to scheduling conflicts.

After three absences within one calendar year, leadership will reach out to a member for discussion about commitment level. After a fourth absence, the member will be asked to resign from the Steering Committee, with approval of the resignation required by the Steering Committee.

If the member is asked to resign and doesn't respond within 15 business days, that member may be deemed unresponsive and removed from the Steering Committee.

Section 2 – Quorum and Voting

Steering Committee decisions and actions require a quorum, defined as a majority of the members (fifty percent plus one).

Each Steering Committee member will have one vote.

Any item or action (including officer elections) needing Coalition approval may be adopted by a simple majority (50 percent plus 1) of those eligible to vote. Major votes, such as officer elections and/or other decisions deemed important by a majority of the Coalition, will be conducted through anonymous voting.

At least 3 days' notice is required for any special meeting in which voting will take place. Regularly scheduled or recurring meetings, such as bimonthly meetings and/or retreats, may be assumed to include voting as needed.

Under no circumstances shall the Steering Committee permit absentee or proxy voting at any of its proceedings.

Section 3 – Conflict of Interest

Whenever a Coalition member has a financial, administrative or personal conflict in any matter coming before the Coalition, the affected person shall:

- a. fully disclose the nature of the conflict; and
- b. withdraw from discussion, lobbying, and voting on the matter.

A personal conflict is deemed to be participating in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Coalition to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section 4 – Additional Obligations of Steering Committee Membership

- 1) Steering Committee members must actively participate on at least one Sub Committee, in addition to the meetings of the Steering Committee.
- 2) As appropriate, each Steering Committee member shall notify their own membership or other constituency of the Coalition’s activities.
- 3) No Coalition or Steering Committee member shall purport to represent the Coalition in any forum except for the Chairperson of the Steering Committee or their designated representative. If another Steering Committee member is invited to represent the Coalition, that member must clear their participation with the Chair.

Section 5 – Removal for Cause

The following circumstances constitute causes for removal of a Steering Committee member:

- a. A member is unable to effectively represent the Coalition due to a change of employment or status that substantially alters the member’s qualifications to serve on the Coalition.*
- b. A member has entered into a conflict of interest with the Coalition.
- c. A member has committed fraudulent or dishonest acts or gross abuse of authority or discretion with reference to the Coalition.
- d. A member has breached the responsibility to perform their duties in good faith, in the best interests of the Coalition, and with reasonable care.

**Note:* A change in employment status is not explicitly cause for removal. When a Member of the Steering Committee experiences a change of employment, that Member shall inform the Steering Committee of the change. The Steering Committee shall consider a variety of factors, such as whether the new position supports asset building and whether the new position will allow time/resources to be devoted to the work of the Coalition and inform the Member whether s/he should resign or remain in place. A vote of the Steering Committee re: whether the Member shall remain will take place in the event of a difference of opinion.

The process of removal for cause shall adhere to the following procedures:

- a. The action of removal shall require the vote of a majority of the Coalition members

- present, provided there is a quorum.
- b. The member proposed for removal for cause shall be given an opportunity to be heard, either orally or written, at a meeting of the Coalition to be held not fewer than five days before the effective date of the proposed termination.
 - c. A notice shall be sent to the member by prepaid first class or registered mail to the most recent address of the member, as shown on the records of the Coalition, setting forth the action to be taken, the reasons for the action, and the date, time, and place of a regular or special meeting to have this action as an agenda item. Such notice shall be sent at least fifteen days before the proposed effective date of termination.

ARTICLE VI: OFFICERS

The Coalition's Steering Committee will be led by a Chairperson and Vice Chairperson who shall be elected by the Steering Committee. Both shall serve for a term of two years with the expectation that the Vice Chair will succeed the Chair.

Chairperson

The Chairperson shall preside at all Steering Committee meetings, work with appropriate CABC staff to develop Steering Committee agendas and to ensure the recording and maintenance of Steering Committee actions and decisions, serve as the spokesperson for CABC as needed, and ensure annual reviews of staff performance and professional development. They shall also work with appropriate CABC staff and in consultation with the fiscal sponsor to develop an annual budget to be submitted to the full Steering Committee for review and approval. They shall also be empowered to act, speak for, or otherwise represent the Coalition, except that any contracts or binding agreements must be authorized by the Steering Committee.

Vice Chairperson

The Vice Chairperson shall support the duties of the Chairperson and be empowered to conduct the duties of the Chairperson in their absence.

Together, the Chairperson and Vice Chairperson shall work with CABC staff to plan and facilitate an annual retreat of staff and Steering Committee members for the purpose of reflection and planning.

ARTICLE VII: SUB COMMITTEES

Section 1: Standing Sub-Committees

Each Sub Committee shall have a Chairperson, who must also be a Steering Committee member. The Sub Committee Chairperson shall conduct all Sub Committee meetings. The standing Sub Committees of the California Asset Building Coalition are:

1. Membership / Program & Events –create recruitment and outreach process for coalition; plans programs and events to engage new Members and advance the Mission Statement of the Coalition.

2. Resource & Fund Development / Finance - identifies potential sources of resources and funding. Coordinates grant and other funding application processes, assists Chair and Vice-Chair in developing budgets.
3. Policy Committee – recommends policy and advocacy positions to the Steering Committee. Coordinates and organizes activities and means to advance positions as voted upon by the full Steering Committee.

Section 2: Ad Hoc Committees

The Steering Committee may create or disband ad hoc committees. Special committees may be formed to carry out specified tasks as determined by the Steering Committee. Each special committee shall have a Chairperson, who must be a Steering Committee member. The Sub Committee Chairperson shall conduct all special committee meetings.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert’s Rules of Order shall govern the Coalition in all cases in which they are applicable and in which they are not inconsistent with these Governance Document, any special rules of order the Coalition may adopt, or any applicable State and federal laws and regulations.

ARTICLE IX: CHANGES IN GOVERNANCE DOCUMENT

This Governance Document may be amended or replaced, and new Governance Documents adopted by the approval of a majority vote of those members voting at a Steering Committee meeting with a quorum present, provided that the amendment is not in conflict with any Federal, State, County, or Municipal laws or regulations.

Last amended: March 3, 2022