

COWLITZ COUNTY DEMOCRATIC WOMEN BYLAWS

ARTICLE I – NAME

This organization shall be known as "Cowlitz County Democratic Women."

ARTICLE II – PURPOSES

Section 1 - The purpose of this organization shall be to uphold the principles and beliefs of the Democratic Party and to serve its best interests locally through cooperation and support of the Democratic Party's member groups, through practices which inform the general electorate, and to encourage their active participation in democratic representative government.

Section 2 - The organization is committed to promoting the election of Democratic candidates and ideals. Contributions shall only be donated to declared Democratic candidates for elective office and to issues as approved by the membership.

Section 3 - Contributions to state and national Democratic organizations may be made as approved by the membership.

ARTICLE III – AFFILIATION

This organization may maintain membership in the State Federation of Democratic Women's Clubs and the National Federation of Democratic Women, and shall support generally the Cowlitz County Democratic Central Committee, the Democratic Party of the State of Washington and the National Democratic Party.

ARTICLE IV - MEMBERSHIP

Section 1 - Membership is open to persons of voting age who subscribe to the ideals and goals of the Democratic Party, the minimum age being eighteen (18) years.

ARTICLE V – OFFICES

If any elected board member is unable to complete their term, for whatever reason, they shall be replaced by a majority vote of the Executive Board and presented to the membership for confirmation.

Section 1 - The elected officers of the organization shall consist of President, Vice President, Secretary and Treasurer. The retiring President shall automatically serve as Executive Advisor. In the event the retiring President is unable or unwilling to serve in that capacity, the President may appoint an Executive Advisor, who should be a past officer, to complete the term.

Section 2 - The President shall appoint a Nominating Committee, consisting of three (3) members at the regular October meeting. The Nominating Committee shall submit to the organization, at the regular November meeting, the names of one or more candidates for each office. Other nominations shall be allowed from the floor at the regular December meeting. In order to be eligible for nomination, candidates must be members in good standing.

Section 3 - Elections shall be held at the regular December meeting. The term of office shall be January 1st to December 31st. Election shall be by secret ballot if contested, and a majority of members present shall elect the officers. There shall be no voting by proxy.

Section 4 - The Executive Board shall be comprised of the elected officers of the organization and the Executive Advisor.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - President's Duties

- a. The President shall preside at all meetings of the organization, shall appoint the chairperson for all committees, and may serve as an ex-officio member of all committees, except the Nominating Committee.
- b. At each regular November meeting of the organization the President shall appoint an Auditing Committee to audit the books of the Treasurer.
- c. The President may appoint a Parliamentarian.
- d. The President shall perform all other duties incumbent upon a President.

Section 2 - Vice President's Duties

- a. The Vice President shall, in the absence or at the request of the President, preside over all meetings of the organization and perform any other duties incumbent upon the President.
- b. The Vice President shall have the responsibility of planning programs and arranging for speakers at all regular meetings of the organization.

Section 3 - Secretary's Duties

- a. In the absence of the President and Vice President, the Secretary shall call the meeting to order, conduct the election of a chairperson pro-tem, and shall then resume the duties of Secretary.
- b. The Secretary shall keep minutes of each of the organization's regular meetings, Executive Board meetings and special meetings.
- c. The Secretary shall handle all correspondence and communications as instructed by the President.

Section 4 - Treasurer's Duties

- a. The Treasurer shall receive all monies and pay all bills by check as ordered by the President and the Executive Board, after approval by the majority of the members present at the meeting when the expenditure is proposed, if not a budgeted item. The Treasurer shall keep an accurate accounting of receipts and disbursements and present a financial report at each regular meeting of the organization.
- b. The Treasurer shall prepare a budget to be presented at the October Executive Board meeting and then to be submitted for approval by the membership at the regular November meeting.
- c. The Treasurer shall keep a current listing of all members.

Section 5 - Executive Advisor's Duties

The Executive Advisor shall act in an advisory capacity and shall vote at Executive Board meetings only in the event of a tie vote.

ARTICLE VII – QUORUM

Twelve (12) members in good standing shall constitute a quorum and be sufficient to transact the business of the organization.

Section 1 - Roberts' Rules of Order shall prevail in the conduct of all meetings of this organization.

Section 2 - The dates for regular and special meetings of the organization shall be fixed by the Executive Board.

Section 3 - For all special meetings of the organization, the membership shall be given at least ten (10) days prior notice.

ARTICLE VIII– EXECUTIVE BOARD

Section 1 - The Executive Board shall consist of all elected officers plus the Executive Advisor.

Section 2 - The Executive Board shall meet at the discretion of the President.

Section 3 - It shall be the duty of the Executive Board to make recommendations for consideration at regular meetings of the organization.

Section 4 - Sixty percent (60% - or three [3] members of the Executive Board) shall constitute a quorum at Executive Board meetings.

ARTICLE IX – AUDITING COMMITTEE

The Auditing Committee, consisting of a minimum of three (3) members, shall be appointed by the President to audit the Treasurer's books and prepare a written report to be read at the regular January meeting.

ARTICLE X– AMENDMENTS

The Bylaws of this organization shall be amended at any regular meeting by consent of a super-majority (two thirds) of members present, provided notice has been given at the previous regular meeting, and notice sent to the members three (3) weeks prior to the meeting. The Standing Rules may be amended by motion and majority vote of those members in attendance at any regular meeting.

Revised January 2007
Revised 2013, adopted May 22, 2013

STANDING RULES

ARTICLE I – DUES

Section 1 - Members shall pay dues of fifteen dollars (\$15.00) person per year or twenty-five dollars (\$25) per couple per year.

ARTICLE II – MEETINGS

The organization shall meet the fourth Wednesday of each month at eleven-thirty a.m. (11:30a.m.) unless otherwise notified.

ARTICLE III – STANDING COMMITTEES

The Standing Committees of this organization may be the following:

Bylaws / Standing Rules	Membership
Courtesy / Hospitality	Publicity
Fundraising	Telephone
Historian	Vetting

Committees that have business for the membership shall request to be put on the agenda prior to the regular meeting.

ARTICLE IV - DUTIES OF STANDING COMMITTEES

Section 1 - Bylaws / Standing Rules - The committee shall review the Bylaws and Standing Rules annually and submit any appropriate amendments, deletions, or additions, to be voted on by the membership.

Section 2 - Courtesy / Hospitality - The committee shall provide name tags, serve as greeters, and send cards, flowers, or charitable contributions in the event of illness of a member or death of a parent, child or spouse, at the discretion of the committee, or at the direction of the Executive Board.

Section 3 – Fundraising -

Section 4 - Historian - The committee shall gather and organize an attractive scrap book containing any material pertinent to the club.

Section 5 - Membership - The committee shall be responsible for organizing membership drives to actively recruit new members.

Section 6 - Publicity - The committee shall report all information pertaining to club meetings and/or special events to all local media.

Section 7 – Telephone -

Section 8 - Vetting - The committee will be available to research and report on candidates and issues. They will present their findings to the membership at a time when the candidate is not present.