



## BYLAWS

Revision-2/12/2002  
Revision by Membership-2/26/2020  
Addition of Article XI-4/22c/2020

### ARTICLE I – NAME

This organization shall be known as Cowlitz County Democratic Women (CCDW).

### 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:** This organization is committed to promoting democratic ideals and electing candidates who share those ideals. The membership may endorse candidates after the close of candidate filing as designated by the Secretary of State. Endorsements will be decided by a majority vote of members present.
- Section 3:** Contributions to local, 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 generally support the Cowlitz County Democratic Central Committee (CCDCC), the Democratic Party of the State of Washington and the National Democratic Party.

### ARTICLE IV - MEMBERSHIP

**Section 1:** General 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. Members will be considered current in dues and eligible to vote the date payment is made.



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**Section 2:** Auxiliary membership is available to those under eighteen (18) years upon payment of five dollars (\$5) in dues or as part of a family membership. Upon turning eighteen (18) years, members automatically attain full membership and voting rights.

### **ARTICLE V – OFFICERS**

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, preferably a past officer, to complete the term.

**Section 2:** Candidates for president must be current in their dues and meet one or both of the following qualifications:

- A. Be a current CCDW board member
- B. Has been an active participant in at least four (4) meetings and/or club activities in the past year as determined by the CCDW Nominating Committee.

**Section 3:** Elections shall be held at the regular December meeting of even years. The term of office shall be for two years from January 1st to December 31<sup>st</sup> following their election. 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 composed of the elected officers of the organization and the Executive Advisor.



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### 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. The President shall appoint a Nominating Committee, consisting of up to three (3) members at the regular October meeting.
- C. At each November meeting of the organization and/or upon any transition of the Treasurer, the President shall appoint an Auditing Committee to audit the books of the Treasurer.
- D. The President may appoint a Parliamentarian, Deputy Treasurer and/or Deputy Secretary.
- E. The President may appoint a representative from among current officers to attend CCDCC Executive Board meetings and report any votes or pertinent discussions to the next meeting of the CCDW board.

#### Section 2: Vice President's Duties

- A. The Vice President shall, in the absence of, 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 take attendance and keep minutes of each of the organization's regular, Executive Board, and special meetings.



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- 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 or bank card 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 maintain a list of all current members and communicate such list to the secretary.

### **Section 5: Executive Advisor's Duties**

The Executive Advisor shall act in an advisory capacity for a minimum of one (1) year and shall vote at Executive Board meetings only in the event of a tie.

## **ARTICLE VII – QUORUM**

Ten (10) 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 where voting is required.

**Section 2:** The dates for regular and special meetings of the organization shall be set 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.



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### ARTICLE VIII– EXECUTIVE BOARD

- Section 1:** The Executive Board shall consist of all elected officers plus the Executive Advisor if applicable.
- Section 2:** The Executive Board shall meet a minimum of four times per year 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:** Three (3) elected members of the Executive Board shall constitute a quorum at Executive Board meetings.
- Section 5:** Executive Board members shall not serve on the CCDW Nominating Committee.

### 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. Upon any transition of the Treasurer, a separate audit and report shall be submitted to the CCDW board for approval within a reasonable amount of time not to exceed sixty (60) days.

### 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. Standing Rules, and Policies and Procedures may be amended by motion and majority vote of those members in attendance at any regular meeting.



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### **ARTICLE XI – PUBLIC EMERGENCY & NATURAL DISASTER**

In the event a public emergency or natural disaster makes the holding of in-person meeting of the organization impractical or impossible, the organization may conduct its meetings by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster, provided that the organization shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for all members, including those with disabilities and those who lack access to sophisticated technology tools. Any action that could be taken at an in-person meeting including bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause, but any action taken at any such virtual meeting shall be subject to ratification at the first regular meeting of the organization held after such virtual meeting or meetings.

**Revised January 2013; Adopted May 22, 2013**

**Revised February 26, 2020; Adopted April 22, 2020**

**Revised April 22, 2020; Adopted May 27<sup>th</sup>, 2020**



## STANDING RULES

### ARTICLE I – DUES

**Section 1:** Members shall pay dues of twenty dollars (\$20.00) per person per year or thirty dollars (\$30) per family per year residing in the same household. Auxiliary members shall pay five dollars (\$5.00) per year or be included in the family membership.

**Section 2:** Dues shall cover the remainder of the current year. Dues paid in December shall expire on December 31<sup>st</sup> of the following year.

### ARTICLE II – MEETINGS

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

**Section 1:** Bylaws/Standing Rules – The committee shall review the Bylaws and Standing Rules annually and submit any appropriate

### ARTICLE III – STANDING COMMITTEES

All committees shall operate under the current CCDW Bylaws, Standing Rules, and Policies and Procedures. Standing Committees of this organization may be the following:

Bylaws	Fundraising
Nominations	Historian
Communication	Membership
Courtesy/Hospitality	Review and Advisory



## STANDING RULES

The fundraising, Bylaws and Nominating Committees shall report regularly to the Executive Board and to the membership upon request. Other committees shall report to the Executive Board as necessary or upon request.

### 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: Nominating Committee** – At the regular November meeting, such committee shall submit the names of known nominees to the members.

- A. Nominations shall be allowed from the floor for all officers, except President, at the November and December meetings.
- B. Nominations for President shall be allowed from the floor at the November meeting. Candidates for President will be presented by the Nominating Committee at the December meeting.
- C. The committee members are not expected to be candidates. If nominated and the member accepts, they must remove themselves from the committee

**Section 3: Communications Committee**- The committee shall be responsible for notifying members about special meetings and events by telephone, email, social media and/or website, as appropriate and shall report all information pertaining to special meetings and/or events to local media.





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**Section 4: Courtesy/Hospitality-** The committee shall provide, display, and collect name tags and serve as greeters. Other duties may include sending cards, flowers at the direction of the Executive Board.

**Section 5: Fundraising-** The committee shall be responsible for planning, organizing and conducting fundraiser events for CCDW.

- A. Committee structure, operations, and events will be reviewed and approved by the Executive Board.
- B. The Fundraising Committee chair shall be appointed by the President
- C. The Executive Board shall direct the Fundraising Committee Chair to regularly report to membership on the progress of each event.
- D. All fundraising by this committee shall be reported by the Treasurer of to the Public Disclosure Commission as directed by law.

**Section 6: Historians-** The committee may be up to two (2) members appointed by the President of CCDW and shall gather and organize any material pertinent to the club. Electronic storage of material (documents/photos) may be considered.

**Section 7: Membership-** The committee shall be responsible for organizing membership drives to actively recruit new members.

**Section 8: Review and Advisory-** The committee will be available to research and report on political candidates and issues, as requested by the Executive Board and/or membership. The Review and Advisory committee shall present their findings to the Executive Board. Upon approval by the Executive board, the findings will be presented to the membership at a time when the candidate is not present. Issues may be presented to the membership at any regular meeting.



## **STANDING RULES**

**Previously Adopted: 5/22/2013**

**Revision: 02/26/2020**

**Previously Adopted 4/22/2020**