

BYLAWS of the DEMOCRATIC PARTY OF WASHINGTON COUNTY, ARKANSAS

Article 1: Name and Purposes

Section 1

These are the bylaws of the Democratic Party of Washington County (DPWC). These bylaws shall be subject to the Rules of the Democratic Party of Arkansas (DPA) and any provision herein that is inconsistent with the requirements of the DPA Rules shall defer to those rules.

Section 2

The purposes of the Democratic Party of Washington County shall be to:

1. Be the official affiliate in Washington County of the DPA;
2. Help elect qualified Democratic candidates at all levels of government;
3. Organize and mobilize activities on behalf of the DPWC with a focus on getting Democrats and individuals supporting Democratic candidates to the polls;
4. Grow and maintain membership in the DPWC;
5. Increase visibility of the DPWC;
6. Oppose all forms of racism, sexism, homophobia, classism, and discrimination;
7. Participate fully in the affairs and activities of the DPA.

Article 2: Membership

Section 1

1. Initial membership shall be determined by those individuals who:
 - a. Fill out a DPWC application and pay the prescribed fee as set by the DPWC;
 - b. All members must have valid contact information for purposes of receiving notice from the DPWC;
 - i. Notwithstanding the above, if a prospective member is unable to pay the dues, a scholarship application will be made available to that prospective member and upon approval, full membership shall be granted.
2. Membership renewal shall commence every two years at the filing period set by the State of Arkansas.
3. At any time during this two-year period, additional members can join the DPWC, who agree to be bound by these bylaws and pay the prescribed membership dues.
4. Only members of the DPWC may vote on DPWC business. To be eligible to vote, the member's dues must be paid no less than 30 days prior to the vote.

Section 2

Dues shall be determined by the membership at a duly constituted meeting and may be revised as necessary.

Article 3: Officers

Section 1

1. The Executive Committee of the DPWC consists of the elected officers, the appointed officers, and representation from the Auxiliary Groups.
2. The elected officers of the DPWC shall be a Chair Person, Vice Chair Person, Secretary, and Treasurer.
3. The appointed officers of the DPWC are the Director of Communications, the Director of Recruiting, Director of Volunteers, Director of Development, Director of Data & Voter Mobilization, Director of Outreach, and the Parliamentarian, which is a non-voting advisory position.
4. Each Auxiliary Group shall be allotted one designee from each group.
5. In accordance with DPA rules, the Chair and Vice Chair must be of a different gender.

Section 2

1. The Chair Person, Vice Chair Person, Secretary, and Treasurer shall be elected by the newly constituted County Committee for two-year terms starting in January of odd-numbered years, immediately after the General Election.
2. The Chair shall nominate the Director of Communications, Director of Recruitment, Director of Volunteers, Development Director, Director of Outreach, and Director of Data & Voter Mobilization. The nominations must be confirmed by a two-thirds majority of the Executive Committee excluding the Chair and the appointed officers.
3. The DPWC shall strive to reflect the diversity of its members in the election of its officers and choose such officers that are best qualified, reflect the values of the Democratic Party, and are of upstanding character.
4. No person can occupy more than one office.
5. Within ten days after the organization of the new DPWC, the Secretary shall forward to the Secretary of the DPA a list of the names and addresses and other contact information of the newly elected officers.

Section 3

The duties of the elected officers are:

A. Chair Person

1. To lead and preside over all meetings of the membership and the Executive Committee.
2. To appoint chairs of committees and the appointed officers of the DPWC.
3. To fill vacancies within 30 days.
4. To establish a strategic plan for the county party.
5. To execute a comprehensive fundraising strategy.
6. To serve in an ex officio capacity on all committees, facilitating committee development.
7. To represent the DPWC on any official occasion.
8. To serve on the DPWC delegation to both the State Convention and the State Committee.
9. To establish communication protocols for the board and membership.

10. To perform all the other duties within the DPWC as required.

B. Vice Chair Person

1. To assume the duties of the Chair in the event of their absence.
2. To serve as one of the elected delegates on the DPWC delegation to both the State Convention and the State Committee.
3. To serve in a chief of staff capacity to coordinate between appointed officers, elected officers, and Auxiliary Groups.
4. To carry out other duties as delegated by the Chair.

C. Secretary

1. To keep the minutes of all official meetings of both the membership and the Executive Committee and make those minutes available within one week of the meeting occurrence.
 - a. Prior to the publication of the minutes, the Secretary will send a draft to the Executive Committee for review.
2. To keep a roster of the members, call the roll, and verify proof of quorum when required.
3. To keep and maintain a list of the names and addresses of all members and officers of the DPWC.
4. To keep and maintain all important records of the DPWC.
5. To notify the membership of all meetings.
6. To onboard new members of the DPWC, including an orientation to the structure of the DPWC.
7. To handle necessary correspondence.
8. To be the required liaison with the DPA according to the Rules of the Party.
9. To carry out other duties as delegated by the Chair Person.

D. Treasurer

1. To receive and disburse all funds of the DPWC.
2. To keep and maintain an accurate record of all funds acquired by the DPWC, how acquired, as well as all disbursements.
3. To handle the disbursement of such funds of the DPWC as authorized by the Executive Committee.
4. To prepare and present a report on the financial status of the DPWC at each organizational meeting of the membership.
5. To be accountable to the membership. All records and official actions of the Treasurer are open to the membership and are subject to audit.
6. To file financial & ethics reports with the Arkansas Secretary of State and any other reports required.
7. To reconcile paid membership with the Secretary.
8. To carry out other duties as delegated by the Chair Person.

The duties of the appointed officers are:

E. Parliamentarian

1. Study and become cognizant of the general rules of parliamentary procedure and advise both the Executive Committee and general membership as to proper parliamentary procedure in conducting business.
2. This position shall rely upon the rules as established in *A Short Easy Guide to Parliamentary Procedure & Robert's Rules of Order*, Henry M. Robert- A.J. Cornell Publishing -2016.
3. Advise the Chair of parliamentary procedure during all meetings.
4. To facilitate the bylaws committee.

F. Director of Communications

1. To develop and execute the messaging strategy of the DPWC, both internally and externally.
2. To work with the Secretary to develop the new member packet.
3. To carry out other duties as delegated by the Chair Person.

G. Director of Recruitment

1. To chair candidate recruitment subcommittee with the responsibility of identifying diverse candidates to seek public office.
2. To identify potential candidates, connect them with the county party, and assist candidates with orientation to the party organization.
3. To implement the on-boarding process and training program for candidates and county committee members.
4. To manage the Whitaker Candidate Development Fund.
5. To carry out other duties as delegated by the Chair Person.

H. Director of Volunteers

1. To lead volunteer recruitment efforts for the party year-round.
2. To coordinate voter registration opportunities in Washington County.
3. To ensure volunteer data is properly maintained.
4. To coordinate volunteer training efforts.
5. To carry out other duties as delegated by the Chair Person.

I. Director of Data & Voter Mobilization

1. To manage the DPWC's access to the voter file.
2. To identify voting trends, opportunities, and analyze data.
3. To create targets for voter outreach.
4. To manage the technology needed to carry out voter contact.
5. To ensure voter data is properly maintained.
6. To develop program to ensure voter protection and equal access to the ballot.
7. To carry out other duties as delegated by the Chair Person.

J. Director of Development

1. To develop and execute the fundraising strategy of the DPWC.
2. To oversee the work of the fundraising committee.
3. To carry out other duties as delegated by the Chair Person.

K. Director of Outreach

1. To serve as the point person between the DPWC and community organizations.
2. To serve as liaison with other county parties.
3. To coordinate service projects or other events that demonstrate our values to the community.
4. To carry out other duties as delegated by the Chair Person.

Section 4: Election Commissioner

A County Election Commissioner shall be elected in January after the General Election following the election of County Officers. The office of Election Commissioner shall not be combined with any other office. Within ten (10) days of the date of electing the Election Commissioner, the Secretary of the County Committee shall notify the County Clerk of Washington County, in writing, the name(s) and address(es) of the selected person(s) to serve on the Washington County Board of Election Commissioners in accordance with AR State law. The Election Commissioner is not a member of the Executive Board but may serve in an advisory role as necessary.

Section 5

A vacancy in any office may be filled by an interim officer to be named by the Executive Committee and recommended by the Nominating Committee Chair and may serve until the election of a replacement officer.

Section 6

An officer may be removed from office by a three fourth majority vote of the membership at a duly constituted meeting for any reason.

Article 4: Standing Committees

Section 1

There shall be the following standing committees: Nominating and Bylaws. Other committees shall be established by the DPWC upon recommendation of the Chair.

Section 2

Within the first month after taking office, the Chair shall appoint committee chairs and such additional members excluding specifically assigned positions presented by the bylaws.

Section 3

A permanent standing nominating committee of four (4) members shall be maintained to ensure the recruitment, training, and nomination of future executive leadership, and fill vacancies should they occur on the Executive Committee. This Nominating Committee shall consist of two (2) Executive Committee members selected by the Executive Committee and two (2) members from the general membership, which shall be selected through a vote of the general membership of DPWC. The Nominating Committee members are not eligible to run for any office.

A. This Nominating Committee shall be elected at the first meeting of the DPWC following the election of the new Officers.

1. In addition to filling periodic vacancies among the officers the Nominating Committee shall, no later than November 30 of even years, present a list of nominees to stand for election at the first meeting of the membership of the DPWC scheduled herein in January of odd years. The list of nominees to be considered shall be distributed to the DPWC membership no less than six (6) weeks before the election date. Then each position will be voted on an individual basis.
2. Anyone wanting to run for a position, being prepared by the Nominating Committee, must formally submit their nomination through the Chair of the Nominating Committee, no less than six (6) weeks before the elections.

Section 4

Bylaws provide the structure and basis for the organization. A permanent standing bylaws committee shall be maintained to monitor the need for proposed revisions to the bylaws. This committee shall draft all modifications for presentation to the party membership on an ongoing basis as needed. At a minimum they will meet annually to review the bylaws for effectiveness. The bylaws committee shall:

1. Meet quarterly and as needed;
2. Produce an annual report;
3. The Parliamentarian shall be a member of the bylaws committee.

Article 5: Meetings

Section 1

To the extent feasible, at least one membership meeting shall be held every other month and more often, if necessary.

Section 2

The Executive Committee shall meet at the convenience of the Chair as necessary.

Section 3

A meeting of the membership can be called by the Chair Person, the Executive Committee or any eight members of the DPWC, with at least one week's notice to the membership.

Section 4

Any notice, required by these bylaws, must be in writing and state who is calling the same and its purpose. Notice may be by personal delivery, US Mail or by e-mail.

Section 5

For electronic meetings, the meeting must be conducted by a technology that allows all participating members to see each other, as well as to hear each other, at the same time.

Section 6

The minimum quorum for a general membership meeting shall be twenty percent (20%) unless membership in the DPWC is 100 or more in which case ten percent (10%) will constitute a quorum.

Section 7

All votes on DPWC business shall be determined by a simple majority, except as otherwise provided by these bylaws.

Section 8

The DPWC shall convene a meeting to be held not later than thirty days prior to the opening of the filing period to fix and announce the ballot access requirements (fees/petitions) to be assessed and to be met by each candidate.

Section 9

Proxy voting shall be permitted at meetings of the county committee only by a vote of the county committee. The vote to establish proxy voting must be determined upon the election of new officers. If proxy voting is allowed the following rules shall apply:

1. No member shall vote the proxy of more than one other member;
2. Proxies shall be granted only when printed, dated, signed and filed with the Secretary of the DPWC by the commencement of a meeting;
3. No proxy shall be valid for more than one meeting;
4. The Secretary shall preserve said proxies for no less than one year past the term of the Committee, at the Democratic Party headquarters, as part of the records of the State Committee.

Article 6: Auxiliary Organizations

Section 1: Chartering

1. Eligibility
 - a. An Auxiliary Group shall be eligible for representation on the DPWC Executive Committee if and only if the statewide auxiliary organization is eligible for representation on the DPA State Committee.
 - b. An Auxiliary Group shall also be eligible for representation on the DPWC Executive Committee with the approval of two-thirds of the Executive Committee if there is not a corresponding statewide Auxiliary Group.
2. Process
 - a. The Chair of the Auxiliary Group may establish rules to govern their membership and functioning, which shall be transmitted to the Vice Chair Person of the DPWC for records-keeping purposes.
 - b. The Chair of the Auxiliary Group must submit a roster designating the officers of the Auxiliary Group, including but not limited to the duly chosen Chair, Vice Chair, Secretary, Treasurer, and delegate to the DPWC Executive Committee.
 - c. Except for the role of delegate to the DPWC Executive Committee, no person may occupy more than one role.
 - d. The Chair of the Auxiliary Group must also submit a membership roster to the DPWC Vice Chair Person listing at least ten (10) members.
3. Renewal
 - a. An Auxiliary Group must renew their charter within one month of the election of new officers of the DPWC.

- b. The Auxiliary Group must notify the Vice Chair Person of the DPWC upon any change of elected leadership of the Auxiliary Group.

Section 2: Active and Inactive Auxiliary Groups

1. Auxiliary Groups within the DPWC shall be divided into categories of 'active' and 'inactive' Auxiliary Groups.
2. An active Auxiliary Group is defined by conducting business meetings at least six (6) times per year and having at least six (6) members in attendance for each meeting.
3. An Auxiliary Group shall be defined as 'inactive' if (a) it fails to meet for a period of four (4) months or if (b) attendance for two (2) consecutive business meetings for general membership falls below six (6) members.
4. An inactive Auxiliary Group shall not be entitled to representation on the DPWC Executive Committee.
5. An inactive Auxiliary Group may become active again if one business meeting for general membership has at least (8) members in attendance or if two consecutive business meetings have at least (6) members.

Section 3: Auxiliary Officer Requirements

1. Any member of an Auxiliary Group must also be a member of the DPWC.
2. A person may be a member of multiple Auxiliary Groups.
3. Members are disqualified for being chairs or delegates for any other Auxiliary Groups if they are already a chair or delegate of one Auxiliary Group.

Article 7: DPWC Biennial Convention

Section 1

1. The DPWC convention shall take place on the first Monday following the general primary election, i.e. the primary runoff election.
2. The Convention shall be called to order by the County Chair, who shall serve as the temporary Chair of the Convention. He or she shall appoint a Secretary to record the minutes of the convention.
3. There are two main purposes of the County Convention:
 - a. To confirm delegates to the DPA State Convention, pursuant to DPA rules.
 - i. The Secretary of the County Convention shall certify to the DPA the names and contact information of the delegates to the State Convention, within seven days of the County Convention
 - b. To elect the DPWC members who shall serve as its members on the DPA State Committee.
 - i. There shall be an equal number of each gender elected to the extent possible.
 - ii. Delegates to the State Convention will submit the names of the persons selected to the State Committee to the Secretary of the DPA at former's caucus at the State Convention, along with the names of the Chair and Vice Chair Person.

Article 8: Procedure Implementation

Section 1

A procedure shall be a binding internal rule which is agreed upon by a simple majority of executive leadership. A policy shall cover various aspects of party management not already enumerated within the bylaws. A standard operating procedures manual shall be established and reviewed quarterly.

Article 9: Miscellaneous Provisions

Section 1

Meetings shall be conducted in accordance with Robert's Rules of Order (Newly Revised), when not inconsistent with these bylaws or Rules of the DPA.

Section 2

The agenda for all meetings shall be set by whomever calls them but can be amended by the members present at such meetings.

Section 3

These bylaws shall be subject to the Rules of the DPA and any provision herein that is inconsistent with the requirements of the DPA Rules shall defer to those Rules.

Section 4

The DPWC shall be allowed to use the name "Washington County Democrats" as an unofficial name for marketing and publicity purposes.

Article 10: Amendments to the Bylaws

Section 1

Proposals to amend the bylaws must be submitted by the chair of the bylaws committee to the chair of the DPWC. The proposal then shall be submitted to the Executive Committee, which shall require a majority vote of the Executive Committee to amend.

Section 2

Once the Executive Committee approves the amendment, they shall then refer the proposal to the full County Party at least 14 days prior to a vote. The proposal shall require a majority vote of the County Party quorum to be passed.