

Constitution and By-Laws for Knox County Democratic Women

Adopted March 2005

Amended June 2005

Amended April 2007

CONSTITUTION

Article I

NAME:

The name of this organization shall be Knox County Democratic Women (KCDW).

Article II

OBJECTIVES

The objectives of the KCDW shall be to:

1. Identify, recruit, and train women to hold positions of leadership in the party and the government at all levels.
2. Provide public forums to educate the citizens of Knox County on issues, legislation and political candidates.
3. Train women to serve as effective advocates for the Democratic Party.
4. Support the principles of the Democratic Party
5. Work for the election of Democratic candidates.
6. Initiate and carry out programs and projects on behalf of the Democratic Party and Democratic Party Candidates.

Article III

MEMBERSHIP

Section 1

Eligibility

Any woman who believes in the principles of the Democratic Party and who supports the election of Democratic Party candidates shall be eligible for membership in this organization. Any member whose dues are current according to the by-laws shall be considered a member in good standing.

Section 2

Special Memberships

Life Memberships, Honorary Memberships, Associate Memberships (for men) or other special provisions of membership shall be determined by amendments to this constitution.

Article IV
OFFICERS AND EXECUTIVE COMMITTEE:

Section 1
Officers

The officers of this organization shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

Section 2
Executive Committee

The officers designated in Section 1 shall constitute the Executive Committee. Any officer may call a meeting of the Executive Committee.

Article V
Advisory Board

Section 1
Board Duties

The duties of the Advisory Board shall be to advise the executive committee. In addition it is empowered to call for an audit of the books and select a qualified auditor, and to declare vacancies in an office as outlined in Article VII.

Section 2
Board Members

The Advisory Board shall consist of the following voting members: the officers of the KCDW, the immediate past president, and the chairpersons of standing committees. The Board shall have one non-voting member who shall be a member of the Democratic Central Committee designated by the KCDW to serve as a liaison with the County Central Committee.

Section 3
Meetings

Meetings of the Advisory Board shall be called by the President or by written petition of one-third of the voting members of the Advisory Board.

**Section 4
Eligibility**

No member shall be eligible as an officer or as a voting member of the Advisory Board unless she is a member in good standing.

**Section 5
Eligibility For Office**

No member shall be eligible as an officer until she has been a member of the organization for one calendar year.

**Section 6
Terms**

No officer shall be eligible to serve more than two consecutive terms in the same office.

**Article VI
QUORUM**

**Section 1
Transaction of Business Quorum**

To constitute a quorum for the transaction of business at any meeting of the organization there must be five members present.

**Section 2
Exercise of Specific Advisory Board Powers**

To constitute a quorum for the exercise of specific powers of the Advisory Board there must be six members of the Board of Directors present.

**Article VII
VACANCIES**

**Section 1
Resignations**

Any vacancy shall be filled by election at the regular meeting following the one at which the resignation was announced.

Section 2 Failure to Perform Duties

Whenever an officer fails to perform the duties of the office, the Advisory Board may declare the office vacant by a two-thirds vote of the quorum, and the vacancy shall be filled as provided in Section 1.

Article VIII AMENDMENTS

Section 1 Procedures

This constitution may be amended in accordance with the procedures herein stated.

Section 2 Amendment

An amendment must be presented in written form at a regular meeting of the KCDW. Immediately thereafter written notice must be delivered to all members in good standing.

Section 3 Amendment Vote

The amendment must be voted on at the regular meeting following the meeting at which it was presented and after sufficient time has been allowed for members in good standing to receive written notice of the amendment.

Article IX RULES OF ORDER

The rules contained in *Roberts Rules of Order, Revised* shall govern the organization in all cases in which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the KCDW.

BY-LAWS

Article I MEETINGS

Section 1 Regular Meetings

The regular meetings of the organization shall be held on the first Tuesday of each month except during election months of November and May when alternative meeting dates and/or times shall be determined and announced by the Executive Committee. (Amended June 2005).

Section 2 Special Meetings

Special meetings may be held on call of the President or of the membership on condition that previous notice of such meeting and its agenda shall be given to all members in good standing at least 10 days in advance.

Article II DUES

Section 1 Fiscal Year

The fiscal year shall be from January 1 to December 31, and the annual dues of this organization shall be \$5 per year for regular and associate membership and \$50 for lifetime membership.

Section 2 Dues

All members who fail to pay dues before the April meeting shall be barred from holding office, or serving on committees or voting; and shall not be considered members in good standing. Members whose dues are delinquent for a period of one year shall be dropped

from the roll and shall be required to pay the delinquency before membership may be continued.

Article III DUTIES OF OFFICERS

Section 1 President

The President shall preside at all meetings of the organization, sign all official documents, and appoint all chairpersons and committee members except for the Membership Committee Chairperson and the Program Committee Chairperson. All appointments made by the President shall be subject to the approval of the Executive Committee.

Section 2 First Vice-President

The First Vice-President shall preside at all meetings in the absence of the President or at the request of the President. She shall chair the Program Committee performing those duties assigned to the committee and its chairperson.

Section 3 Second Vice-President

The Second Vice-President shall preside at all meetings in the absence of the President and the First Vice-President. She shall be Chairperson of the Membership Committee performing those duties assigned to the committee and its chairperson.

Section 4 Secretary

The Secretary shall keep minutes of all meetings of the KCDW and meetings of the Advisory Board and shall file the annual written reports of officers and committees. She shall keep membership and other mailing lists, send any necessary notifications or mailings, and conduct the correspondence of the KCDW. She shall be custodian of all of her documents. She shall turn over minutes and other essential records to her successor.

Section 5 Treasurer

The treasurer shall be bonded in such amount as decided by the Executive Board. The organization shall pay for the bond. The Treasurer shall make itemized monthly reports on money received and expended, certify a list of members in good standing prior to the annual election, and turn all records over to her successor.

Article IV REPORTS:

Each officer and each committee chairperson shall render a written annual report at the meeting when new officers are installed.

Article V ELECTIONS

Section 1 Election of Officers

Election of officers shall be held at the regular meeting in April of each year.

Section 2 Certify Nominations

The Secretary shall obtain from the Treasurer a list of members in good standing and certify same before the nominations are called for.

Section 3 Elections

Elections shall be by ballot, except when there is only one nominee and then voting may be by voice vote. A plurality shall be required to elect.

Section 4 Term of Office

The term of office shall be for two years, or until a duly elected successor is installed. The president, First Vice President and Treasurer shall be elected in odd number years. The Second Vice President and Secretary will be elected in the even numbered years.

(In 2007 in order to implement staggered terms, the secretary and second vice president will be elected in an odd year but for a one year term.)

Section 5
Installation Arrangements

The retiring President shall have charge of the installation arrangements.

Article VI
STANDING COMMITTEES AND DUTIES

Section 1
Standing Committee Names

The standing committees shall be as follows: Membership, Nominating, Program, Ways and Means, Publicity, Hospitality, and Legislative & Political Action.

Section 2
Committee Work

The work of the committees shall be organized by each chairperson with the advice of the members. All plans must be submitted to the President for approval.

Section 3
Membership Committee

The Second Vice-President and her committee shall secure new memberships and renewals and work with all other Democrats to achieve the maximum number of members.

Section 4
Nominating Committee

This committee shall consist of three people appointed by the president. The committee shall select its own chair from among its members. It shall submit a report naming at least one candidate for each office to the March meeting. Additional nominations may be made from the floor by members in good standing.

Section 5
Program Committee

The First Vice-President and her committee shall recommend to the President the programs and projects for the year and assist in the direction of such programs at the request of the President. Programs shall stress political action agendas and local candidates.

Section 6 Ways and Means Committee

This committee shall recommend to the President plans for raising revenues and shall assist in the direction of such plans at the request of the President.

Section 7 Publicity Committee

The Chairperson and committee members shall cooperate with chairpersons and officers in presenting all publicity relating to programs, projects, activities, and public business of the KCDW.

Section 8 Hospitality Committee

This committee shall attend to social obligations of the KCDW, arrange for the comfort and convenience of speakers and guests. It shall be in charge of purchase and delivery of gifts, cards, or flowers.

Section 9 Legislative & Political Action Committee

This committee shall acquaint the members with the provisions of the national and State Democratic platforms and encourage support for legislation proposed to carry forward platform objectives. In addition, it shall report on pending legislation which should or should not have the active support of the members of the KCDW.

Section 10 Special Committees

Special Committees for events and activities shall function as directed by the President.

Article VII
ORDER OF BUSINESS

Section 1
Regular Business Meeting

At each regular business meeting the order of business shall be as follows:

1. Call meeting to order.
2. Read the minutes.
3. Read important communications.
4. Give reports.
5. Call for unfinished business.
6. Call for new business
7. Adjournment.

Section 2
Speakers or Programs

Speakers or programs may precede or follow the business meeting.

Article VIII
AMENDMENTS

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members present, provided the amendment is submitted in writing at the previous meeting.