

WASHINGTON COUNTY DEMOCRATIC WOMEN  
(Revised 2012, 2017)

**CONSTITUTION**

ARTICLE I

**NAME:**

The name of this organization shall be the Washington County Democratic Women, a member of the Arkansas Federation of Democratic Women (AFDW), and hereinafter called the WCDW.

ARTICLE II

**OBJECT:**

The object of this organization shall be to promote the principles of the Democratic Party through education and proper information and to encourage more active participation of Democratic women in the party and governmental institutions. Any member of the organization may support the Democratic candidate of their choice; however, the organization as a body will endorse only the nominees of the Democratic Party of Arkansas.

ARTICLE III

**MEMBERSHIP:**

Section 1. Full Membership

Any woman interested in the objectives of this organization who openly declares allegiance to the Democratic Party, is a registered voter, and pays required dues shall be eligible for full voting membership.

Section 2. Associate Membership

Any person not eligible for full membership who wishes to support the WCDW and the Democratic Party may be eligible for Associate membership.

Subsection 1. Anyone interested in the objectives of this organization who openly declares allegiance to the Democratic Party, is a registered voter, and pays required dues, shall be eligible for associate membership.

Subsection 2. Associate members shall be entitled to all privileges of full membership except those of making motions, voting, and holding office. The dues paid by an

Associate Member shall remain in the treasury of the Washington County Democratic Women.

**Section 3. Honorary Membership**

Any individual not eligible for full membership may be designated an honorary non-voting member if the members vote to bestow such an honor.

**Section 4. Life Membership**

The organization may, by a majority vote of the Executive Committee, confer life membership upon anyone who has made significant contributions to the local club. Life membership shall carry all duties and privileges of regular membership.

**ARTICLE IV**

**OFFICERS:**

The officers of this organization shall be: President, Program Vice President, Membership Vice President, Secretary, and Treasurer.

**ARTICLE V**

**MEETINGS:**

The organization shall meet monthly at a time and place chosen by the membership.

**ARTICLE VI**

**AMENDMENTS:**

A change in this Constitution may be proposed at any meeting of the organization. Enough copies of the proposed change must be available for each member present. Voting on the proposed change will take place at a later meeting to be designated by the President. Passage of a proposed amendment shall require a two-thirds vote of those eligible members present.

**BY-LAWS**

**ARTICLE I**

**MEMBERSHIP:**

To become a member of this organization, a woman, in addition to complying with qualifications for eligibility to membership as set out in Article III of the Constitution, must pay the required dues to the Treasurer.

## ARTICLE II

### **DUES:**

Section 1. Local Dues: Dues of the Washington County Democratic Women are fixed by vote of the members and must include required Arkansas Federation of Democratic Women dues. Dues of new members joining on or after October 1<sup>st</sup> will count for the following year.

Section 2. Date of payment of Arkansas Federation of Democratic Women Dues: Before a member may vote in the annual state convention, current dues must be in the hands of the Arkansas Federation of Democratic Women Treasurer no later than 14 days prior to meeting.

Section 3. Fiscal Year: The fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

## ARTICLE III

### **OFFICERS:**

Section 1. Qualifications: Any full member of the club in good standing is qualified to hold office.

Section 2. Elections:

- (a) A Nominating Committee of three members shall be elected at the June meeting and serve until the following June.
- (b) The Nominating Committee shall present a proposed slate of officers at the September meeting. In addition to those proposed by the Nominating Committee, nominations may be made from the floor.
- (c) Officers for the coming year shall be elected at the October meeting and take office January 1.
- (d) The officers of the organization shall be elected by written ballot, a majority vote of those present being necessary for election. The rule of voting by written ballot may be suspended for any office for which only one person is nominated.

Section 3. Tenure of Office: Officers shall serve for a term of one year beginning January 1.

Section 4. Duties

- (a) It shall be the duty of the President to perform all duties incident to the office, including to preside at all monthly meetings and meetings of the Executive Committee, and to serve as an ex-officio member of all committees.

- (b) It shall be the duty of the Program Vice President to arrange for a program to be presented at each monthly meeting, to preside in the absence of the President, and to perform any other tasks assigned by the president.
- (c) It shall be the duty of the Membership Vice President to lead in efforts to recruit new members, retain members, encourage members to attend monthly meetings, and to preside if both the President and Program Vice President are absent.
- (d) It shall be the duty of the Secretary to keep a permanent record of proceedings of monthly meetings and Executive Committee meetings, and oversee communication for the organization.
- (e) It shall be the duty of the Treasurer to receive all monies of the organization and to pay it out of proper authority, to keep an accurate record of all members, and to serve as ex-officio member of the Budget Committee. The organization's books must be audited annually by a committee appointed by the President.

## ARTICLE IV

### **COMMITTEES:**

#### Section 1. Executive Committee

- (a) The Executive Committee shall be composed of the elected officers.
- (b) The Executive Committee shall meet monthly to plan the work of the organization and to share proposed plans and goals for the future. A called meeting may be initiated by any member if needed.
- (c) The Executive Committee is empowered to act when it is impractical to hold a meeting.

#### Section 2. Standing and Special Committees

The Executive Committee shall activate Standing and Special Committees as needed. The President shall be an ex-officio member of all Standing and Special Committees.

Standing Committees may include Budget, Membership, Program, Communication, and Fundraising.

- (a) It shall be the duty of the Budget Committee to prepare a proposed annual budget for the organization. The President and Treasurer shall be members of the Budget Committee.
- (b) It shall be the duty of the Membership Committee to encourage membership of women who are members of the Democratic Party in Washington County. The Membership Vice President shall be a member of this committee.
- (c) It shall be the duty of the Program Committee to prepare a program for each meeting. The Program Vice President shall be a member of this committee.

(d) It shall be the duty of the Communication Committee to direct and manage communication between and among the organization and membership. The Committee shall also also make known to the general public, through all media feasible, the accomplishments and activities of this organization. The Secretary shall be a member of this committee.

(e) It shall be the duty of the Fundraising Committee to plan fundraising activities for the organization as needed. The President will be a member of the committee and a chairperson may be elected from the membership of the committee

Special Committees may be appointed by the Executive Committee as needed. The following special committees have been formed to perform the activities of the organization: Annual Picnic Committee, Women's History Month Committee, and Holiday Party Committee.

#### ARTICLE V

##### **REPRESENTATION AT AFDW STATE CONVENTION:**

- (a) The organization shall be entitled to two (2) delegates in addition to one delegate for each ten (10) members or any portion of that number.
- (b) An alternate may be named for each delegate.

#### ARTICLE VI

##### **BY-LAWS AUTHORITY:**

The By-laws of the Washington County Democratic Women shall be consistent with the AFDW By-laws.

#### ARTICLE VII

##### **PARLIAMENTARY AUTHORITY:**

The rules contained in Robert's Rules of Order, revised, shall govern the organization when the rules do not conflict with the Constitution and By-laws of the organization.

#### ARTICLE VIII

##### **VOTING:**

Business may be conducted at monthly meetings by a majority vote of members present.

## ARTICLE IX

### **AMENDMENTS:**

These By-laws may be amended at any monthly meeting by a two-thirds vote of members present, provided notice of all proposed changes shall have been given to all members at least thirty (30) days before the meeting at which any amendment will be submitted.

Revised 2012

**REVISED, SEPTEMBER 2017**