

# **By-Laws of The Washington County Democratic Committee**

## **ARTICLE ONE – Name and Purposes**

### **Section 1**

These are the by-laws of the Democratic Party of Washington County (DPWC).

### **Section 2**

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

- Be the official affiliate in Washington County of the Democratic Party of Arkansas (DPA).
- Help elect qualified Democratic candidates at all levels of government, particularly focusing on races at the local level;
- Organize and mobilize activities on behalf of the DPWC and the Democratic Party of Arkansas (DPA) with a focus on getting Democrats and individuals supporting Democratic candidates to the polls;
- Grow and maintain membership in the DPWC;
- Increase visibility of Democratic Party in Washington County;
- And participate fully in the affairs and activities of the Democratic Party of Arkansas.

## **ARTICLE TWO – Membership**

### **Section 1 –**

- A. Initial membership shall be determined by those individuals who place their names on the primary election ballot by completing the prescribed application and pay to the DPWC treasurer the prescribed filing fee as set by the DPWC immediately prior to the State of Arkansas primary registration period.
  
- B. At any time during the interim of the two year State of Arkansas election cycle, additional members can join the DPWC, who shall agree to be bound by these by-laws and shall pay the prescribed membership dues.
  
- C. There shall be no absolute limit of the number of individuals who shall become members of the DPWC.

### **Section 2**

Dues shall be determined by the membership at a duly constituted meeting.

### **Section 3**

There shall be a standing Executive Committee, consisting of the DPWC officers. The DPWC can expand the membership of the Executive Committee from time to time as the need arises. Other committees shall be appointed by the Chair Person, as needed, or as determined by the membership, at a duly constituted meeting.

## **ARTICLE THREE – DPCW Officers**

### **Section 1**

The elected officers of the DPWC shall be a Chair Person, Vice Chair Person, Secretary and Treasurer. In accordance with DPA rules, the Chair and Vice Chair must be of opposite gender.

### **Section 2**

- A. Officers 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.
- B. 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.
- C. No person can occupy more than one office.
- D. 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 preside over all meetings of the membership and the Executive Committee.
- 2) To appoint the chair of all standing committees.
- 3) To serve in an *ex officio* capacity on all committees.
- 4) To represent the DPWC on any official occasion.
- 5) To perform all the other duties usually incident to that office.
- 6) To serve on the DPWC delegation to both the State Convention and the State Committee.

**B. Vice Chair for Marketing**

- 1) To assume the duties of the Chair Person in the event of his or her absence.
- 2) To serve on the DPWC delegation to both the State Convention and the State Committee.
- 3) To develop special programming as needed for county committee meetings, assist chair in website maintenance, develop media messaging, including social and traditional media, press releases.
- 4) To coordinate legislator and candidate communication efforts and develop member spotlight opportunities.
- 5) To work with secretary to develop new member packet.
- 6) To carry out other duties as delegated by the Chair Person

**C. Vice Chair for Candidate Recruitment -**

- 1) To chair candidate recruitment subcommittee with the responsibility of identifying diverse candidates to seek public office.
- 2) To manage the Whitaker Candidate Development Fund.
- 3) To plan and coordinate training opportunities for candidates and county committee members.
- 4) To carry out other duties as delegated by the Chair Person.

**D. Vice Chair for Volunteers and Voter Protection**

- 1) To lead volunteer recruitment efforts for the party, year round.
- 2) To chair Democrats Work NWA efforts to engage membership in philanthropy and community service opportunities.
- 3) To coordinate quarterly voter registration opportunities in Washington County.
- 4) To develop program to ensure voter protection and equal access to the ballot.
- 5) To carry out other duties as delegated by the Chair Person

**E. Vice Chair for Next Generation Engagement**

- 1) To serve as liaison to County Committee and Young Democrats of Arkansas.
- 2) To develop opportunities for engagement of youth to young professionals into the county party.
- 3) To work with all vice chair positions to ensure diverse youth engagement in program development

**F. Secretary –**

- 1) To keep the minutes of all official meetings of both the membership and the Executive Committee.
- 2) To keep and maintain a list of the names and addresses of all members and officers of the DPWC.
- 3) To keep and maintain all important records of the DPWC.
- 4) To notify the membership of all meetings.
- 5) To handle necessary correspondence, when called upon to do so.
- 6) To maintain the required liaison with the DPA, according to the Rules of the Party.

**G. 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) All records and official actions of the Treasurer are open to the membership and are subject to audit.

**Section 4**

A vacancy in any office shall be filled at the next duly constituted meeting of the membership, which must take place within 30 days of the occurrence of the vacancy.

**Section 5**

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 FOUR – 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 by-laws, 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**

A minimum of 6 members shall be necessary to constitute a quorum for the transaction of business at a properly called meeting of the DPWC.

**Section 6**

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

#### **Section 7**

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.

### **ARTICLE FIVE – DPWC Biennial Convention**

#### **Section 1**

- A. The DPWC convention shall take place on the first Monday following the general primary election, i.e. the primary runoff election.
- B. 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.
- C. There are two main purposes of the County Convention:
  - 1) 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
  - 2) 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 so 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.

### **ARTICLE SIX – 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 By-Laws 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 SEVEN - Amendments to these By-Laws**

#### **Section 1**

These by-laws may be amended at any duly constituted meeting, provided that notice of any proposed amendment, together with a copy of the proposed amendment, shall be given to the

membership in writing, at least two weeks prior to the meeting at which said amendment is to be considered.

**Section 2**

A majority vote of those present shall be required for passage.