

UNITED DEMOCRATS OF WASHINGTON COUNTY BY-LAWS

Article I – Name

This organization shall be known as “United Democrats of Washington County, MD” hereinafter known as “UDWC” or “the Club.”

Article II – Mission and Purpose

Section 1: UDWC’s mission is to encourage and engage Democrats in Washington County in the political process; to promote Democratic ideals and principles; and to actively support the election of Democratic candidates representing Washington County.

Section 2: In conjunction with the Washington County Democratic Central Committee, UDWC’s purposes are: to foster and perpetuate the ideals of the Democratic Party; recruit new members; register new Democratic voters; stimulate an active interest in political and governmental affairs; encourage and help train qualified Democrats to seek elected office as well as appointment to Boards and Commissions; help acquaint voters with the issues and Democratic candidates in all elections; provide social activities and events, and encourage those interests which maintain Party harmony.

Article III – Membership and Dues

Section 1: All registered Democrats may become members of UDWC. Only those members who legally reside in Washington County may be voting members; those registered Democrats who live outside of Washington County may be non-voting affiliate members.

Section 2: All prospective members must complete and return a membership application along with payment of dues to the Treasurer. After verification of the applicant’s status as a registered Democrat, the Treasurer will present the member’s name to the Executive Board.

Section 3: Annual dues shall be \$30. Annual dues for Young Democrats (under the age of 29) and students shall be \$10. Non-voting affiliate membership for out-of-county residents shall be \$20. Any member whose dues are in arrears for a period of one year or more shall be removed from the membership list and shall receive only electronic notices of meetings if a current email is on file.

Section 4: Dues are payable by January 1 of each calendar year to the Treasurer. New member dues paid during the last quarter of the year shall count for and include the full subsequent calendar year. UDWC members who are residents of Washington County and are current on their dues are eligible to vote.

Section 5: Members who have provided a current email on their membership application shall receive notification of all meetings and events.

Article IV – Officers

Section 1: The officers of UDWC shall consist of a President, Vice President, Secretary, and Treasurer. All officers shall be registered voters of Washington County, Maryland, and current on UDWC membership dues.

Section 2: All officers shall serve two-year terms, after the initial year of the Club, or until their successors have been duly elected and installed. The election of officers shall be staggered so that the

President and Treasurer shall be in even years, and the Vice President and Secretary shall be in odd years.

Section 3: At the regular September membership meeting, the President shall appoint a Nominating Committee of three active members who do not intend to run for the available positions in that cycle. The Nominating Committee's role is to actively recruit qualified members to run for office and to verify the credentials of those who are nominated. The floor will be open for nominations at this time. Nominations may be made to the Nominating Committee at this time or via email until the October membership meeting.

Section 4: Any member nominated for President must be a participating member of UDWC for at least twelve (12) months preceding the election. Any member nominated for any other officer position must be a participating member of UDWC for four (4) months preceding the election. All nominated members must be registered voters in and residents of Washington County, and must be current on their membership dues. If an officer moves out of Washington County during their term, they are no longer eligible to serve as an officer.

Section 5: At the regular October membership meeting, the Chair of the Nominating Committee shall receive nominations from the floor. After three (3) requests for nominations from the floor by the Committee Chair, the nominations will then be closed.

Section 6: At the regular November membership meeting, the Chair of the Nominating Committee shall present a written ballot inclusive of all eligible nominated candidates for the two offices. The ballot will be given to all eligible voting members in attendance. If there are no contested races, no printed ballot is required and a voice vote shall be held. For all votes, members must be in attendance to participate. The Nominating Committee shall count the ballots and announce the winners. A majority vote shall elect.

Section 7: All newly elected officers shall be installed at the close of the regular December membership meeting, and shall assume their duties January 1.

Section 8: In the event of a vacancy of an officer before the elected term concludes, the remaining three officers shall select by a majority vote of the officers a replacement to fulfill the unexpired term. That selection shall be ratified by the membership at the next scheduled meeting. If members do not ratify the selection by a majority vote, the officers shall put forward another nominee for approval by the membership.

Article V – Duties of Officers

Section 1: The **President** shall preside at all UDWC meetings and special events, including those of the Board of Directors and regular membership meetings. The President shall direct all affairs of the UDWC and serve as Chief Executive Officer. He/She shall have the authority to sign checks and access the UDWC bank account in the event the Treasurer is unavailable for an extended period of time. He/she shall have the authority to call meetings of the UDWC or the Board of Directors, provided sufficient notice has been given to persons eligible to attend such meetings. He/She may call special meetings of the Board of Directors if necessary. He/She shall appoint the Chairs and members of the Standing Committees and all other Committees as he/she deems appropriate. He/She may attend all committee meetings in an ex-officio capacity, with the exception of the Nominating Committee. The President shall submit plans for activities of the UDWC to the Board of Directors before proceeding with arrangements. At the close of his/her term, the President shall turn over all such records pertinent to the duties of

office of the President to his/her successor within 15 days. He/she shall accompany new officers of record to the bank for assigning the changes.

Section 2: The **Vice President** shall perform the duties of the President in his/her absence, and perform additional duties as specified by the President. In the case of the resignation or incapacitation of the President, the Vice President will become President and the vacancy thus created shall be filled by the process outlined in Article V, Section 8. The Vice President shall sign off on the actual bank statement each month, verifying expenditures and deposits on each statement. The Vice President shall verify prospective members' voter registration (Party and county) as part of the membership application process; after verification, the Vice President shall provide the membership information to the Secretary for addition to membership rolls. The Vice President shall work with the Secretary and Treasurer for expeditious processing of membership applications. At the close of his/her term, the Vice President shall turn over all such records pertinent to the duties of the office Vice President to his/her successor within 15 days. He/she shall accompany new officers to the bank for assigning the changes.

Section 3: The **Secretary** shall make and keep written minutes of all meetings of the UDWC and its Board of Directors. He/She shall be the custodian of the by-laws and shall maintain an accurate membership list which includes addresses, phone numbers and emails for members. These records of members' contact information shall not be shared with other organizations or for uses other than Club business without a vote of approval by the membership. He/She shall keep an attendance record as part of the minutes of all Board of Directors meetings and shall maintain records of attendance of membership meetings by signing in all members or providing a sign-in sheet and ensuring its accuracy. The Secretary shall submit a draft of the meeting minutes to the other Officers one week prior to the next meeting, ensuring they are labeled "Draft"; and after their approval at the next regular meeting shall submit them to the officers and/or members via email, ensuring they are labeled "Approved Minutes." Neither the drafts nor the final minutes shall be disseminated outside of the UDWC. The Secretary shall perform all other such duties as are incidental to the office. At the close of his/her term, the Secretary shall turn over all such records and minutes to his/her successor within 15 days.

Section 4: The **Treasurer** shall be the general custodian of all monies of the UDWC, and shall keep an accurate and detailed record of all receipts and disbursements by the UDWC. He/She shall deposit all monies within seven days of receipt into a bank account in Washington County set up for the express use by the UDWC. All checks shall be signed by the Treasurer, except in an emergency when the Treasurer is unavailable for an extended period of time in which case the President may sign the checks. The Treasurer shall submit to the Board of Directors a detailed report one week prior to each meeting, and shall give an oral report at the membership meetings on the finances of the UDWC. The Treasurer shall receive all applications for membership with dues to present to the Board of Directors, and then provide the application to the Vice President for verification of voter records. The Treasurer shall be an ex-officio member of the Budget & Finance Committee. At the close of his/her term, the Treasurer shall turn over all such records pertinent to the duties of the office to his/her successor within 30 days or as soon as the final bank statement is received. He/she shall accompany new officers of record to the bank for assigning the changes.

Article VI – Board of Directors

Section 1: The Board of Directors shall consist of the officers of the UDWC and the Chairs of the Standing Committees.

Section 2: The Board of Directors shall be the governing body of the UDWC, and shall act for and on behalf of the organization between intervals of regular UDWC membership meetings. All disbursement

of funds shall be voted on and approved by either the Board of Directors or the membership at a regular monthly meeting.

Section 3: The Board of Directors shall meet regularly prior to each general membership meeting, on the call of the President. No guest shall attend these meetings. The business of any special or emergency meeting shall be limited to that mentioned in the call by the President, and requires at least three (3) of the four officers to be present.

Section 4: The Board of Directors shall have the authority to substitute a special activity in place of a regularly scheduled meeting.

Section 5: A quorum for the Board of Directors shall be five (5) which must include at least two officers.

Article VII – Membership Meetings

Section 1: Regular membership meetings shall occur no fewer than 10 times a year, on the first or second Wednesday of each month.

Section 2: After the inaugural meeting, only paid members shall be permitted at regular monthly meetings. A paid member may bring one guest per meeting.

Section 3: A member must be present in person in order to vote at any meeting of the organization.

Section 4: All members must sign in at meetings or have their name recorded by the Secretary. The members present at a regular monthly membership meeting shall constitute a quorum for business transactions of the UDWC.

Section 5: The most current Roberts Rules of Order shall govern in all cases where it is not inconsistent with the By-Laws, and in accordance with State Law and Regulation.

Section 6: At the regular membership meetings, the following order of business shall be observed whenever possible:

1. Call to Order
2. Pledge of Allegiance
3. Introduction of new members and guests
4. Reading and approval of minutes of past meeting
5. Reports of Officers and Standing Committees, beginning with Treasurer's Report
6. Unfinished business
7. Reports of Special Committees
8. New business
9. Special Guest Speaker(s)
10. Remarks by members
11. Adjournment

Section 7: Copies of the UDWC by-laws shall be available in print at all membership meetings; via email to any current or prospective member, upon request; and on the UDWC website when/if established.

Article VIII – Standing Committees

Section 1: The Budget & Finance Committee shall create and maintain an annual budget, plan fundraisers, and assist in overall financial strategies and goals of the UDWC, thereby allowing the Club to be politically active in meaningful ways during election cycles.

Section 2; The Community Outreach Committee shall develop and implement plans to reach diverse communities, and build the Democratic voter base and volunteers in Washington County.

Section 3: The Membership Committee, which includes all members of the Board of Directors, shall develop and implement plans to recruit UDWC members to build the Club and its effectiveness in the Washington County community.

Section 4: The Speakers & Events Committee shall develop plans for meeting speakers and special events for the UDWC. This committee shall extend invitations to proposed guest speakers, with approval of the Board, and conduct necessary follow-up to make arrangements for monthly meeting speakers, and shall plan special events of the UDWC.

Section 5: The By-Laws Committee shall suggest, draft, and oversee potential changes to refine the UDWC's by-laws. By-law changes also may be submitted by members as outlined in Article X. The need to continue this standing committee shall be revisited after one year.

Article IX – Other Committees

[Section 1: A By-Laws Committee of at least two members shall be appointed when changes or revisions to the By-Laws are necessary or requested by membership or by Officers.] **On-hold**

Section 2: A Nominating Committee consisting of three members shall conduct the duties outlined in Article IV, Sections 3 – 8.

Article X – Amendments

These by-laws may be repealed or amended at any meeting of the UDWC by a two-thirds vote of those present, and provided that such amendment(s) have been submitted in writing at the preceding meeting of the UDWC, at least 28 days prior, so that members have adequate notification.

Adopted 4/20/2015

Amended 8/5/2015

Amended 11/11/2015

Amended 2/10/2016