**BY-LAWS**

**Clark County Democratic Women**

Approved July 2017

ARTICLE I NAME

The name of the organization is the Clark County Democratic Women.

ARTICLE II PURPOSE

The purpose of the organization shall be to:

1. Encourage growth of an intelligent and conscientious democratic electorate with focus on women’s issues.
2. Encourage women to pursue public service.
3. Be affiliated with the Washington State Federation of Democratic Women.
4. Support the principles of the Washington State Democratic Party.

ARTICLE III MEMBERSHIP

A member in good standing is someone who has paid their annual dues and has met the 60-day waiting period (where applicable).

Section 1: Eligibility

Any person who supports the purpose of the CCDW and the Democratic Party is eligible for membership.

Section 2: Meetings

There shall be meetings scheduled every other month with a minimum of four meetings a year and additional meetings as deemed necessary. Members will be notified at least five days in advance of meeting dates.

Section 3: Quorum

A quorum is equal to the number of members present at the general meeting where proper notice has been given as long as the total represents a minimum of 10% of the current membership. Only members in good standing may vote.

Section 4: Dues

1. Annual dues shall be $12 per year.
2. Renewing member dues are payable by January 31.
3. New members shall pay full membership at any time during the year, with voting rights accruing following a 60-day waiting period. Renewing members paying after January 31 will be considered “new members” and will regain voting rights after 60 days.

Section 5: Affiliated Membership

Dues of the Clark County Democratic Women include membership in Washington State Federation of Democratic Women as well as the National Federation of Democratic Women.

ARTICLE IV GOVERNANCE

 Section 1: Elections

1. The election and installation of officers shall be held at the November meeting of each even-numbered year, with the new officers assuming their new offices on January 1.
2. Any contested election shall be by written ballot. A simple majority vote shall elect. Uncontested elections shall be by acclamation.
3. Officers shall be elected for a two-year term.
4. A *Special Election* may be called by the Executive Board for the replacement of officers if needed. A 30-day member notification is required. All other stated rules of nomination and election shall be followed.

 Section 2: Officers

The officers shall consist of a President, Vice-President, Secretary and Treasurer.

 Section 3: Nomination of Officers

CCDW will solicit one or more candidates for each officer position for the coming year in even numbered years, and will make public all known names at the reorganization meeting.

1. All nominations must be made from the floor at the time of the elections.
2. Any member in good standing may nominate a member with the consent of the nominee at the time of the election.

ARTICLE V EXECUTIVE BOARD

 Section 1: Members

The duly elected officers shall constitute the Executive Board. It is acceptable to invite the immediate past President to participate on the incoming Executive Board if the board chooses.

Section 2: Meetings of the Executive Board

1. The Executive Board shall meet quarterly or as deemed necessary by the President or a majority of the Executive Board.
2. Three members of the Executive Board shall constitute a quorum for voting purposes.
3. All meetings are open to the membership.

Section 3: Committees

The President shall appoint committee chairs with the approval of the Executive Board. Others may be added at the will of the President with approval by the Board members.

Mandatory committees:

Budget

Credentials/Welcoming

Membership

Scholarship

Other potential committees:

Audit

Bylaws

Communications

Endorsement

Fundraising

Legislative

Program

Tech

ARTICLE VI DUTIES OF OFFICERS

 Section 1: Duties of the President

1. Preside at all general membership meetings and Executive Board meetings.
2. Attend all regular meetings of the WA State Federation of Democratic Women. If the President is unable to attend, the Vice President will attend.
3. Work with the State Director of the Federation.
4. Transfer all records and material to the newly elected President prior to the first meeting following the election.

 Section 2: Duties of the Vice President:

Assist the President with duties and preside at the meetings in her absence.

 Section 3: Duties of the Secretary

1. Keep accurate and concise minutes of all meetings.
2. Maintain the membership list with contact information.
3. Be responsible for notifying the membership of forthcoming meetings.
4. Notify the Executive Board of all Executive Board meetings.
5. Assist the President at her request.

 Section 4: Duties of the Treasurer

1. Collect all dues and pay State dues.
2. Receive and deposit all monies in a bank designated by the Executive Board.
3. Disburse funds as directed by the Executive Board and/or membership.
4. Keep an accurate account of all dues, receipts and disbursements, and present an itemized report to the membership at meetings.
5. Track the new member waiting period information for the Secretary/Credentials Committee.
6. Submit books at the end of the term for an official audit.
7. Maintain WA Public Disclosure Commission (PDC) compliance.

 Section 5: Vacancies

1. Should a vacancy occur in the office of President during an unexpired term, the Vice President will automatically become President and a new Vice President will be elected.
2. The Executive Board will appoint a member to fill any other officer vacancy which occurs during an unexpired term. Should the remainder of the unexpired term exceed one year, the appointee will be considered temporary and a *Special Election* shall be held.

ARTICLE VII EXPENDITURES

 Section 1: General Expenditures

1. All bills must be presented to the Treasurer.
2. A budget shall be presented at the November meeting for approval by the members for implementation the following January. An incoming board may make amendments if desired to be approved by the members no later than March of the new term.

Section 2: Clark County Democratic Women Scholarship

CCDW may offer a scholarship to one sophomore student for an amount to be determined by the budget committee for attendance at a local college, university, technical training facility, or leadership training organization. Final approval of the individual will be made by the Scholarship Committee.

ARTICLE VIII BYLAWS

The bylaws may be amended at a regular meeting of the membership, provided the proposed amendment has been submitted in writing to the Executive Board, and has been made available through the website, social media, or e-mail to all members at least 30 days in advance of the vote.

ARTICLE IX DISSOLUTION

Section 1: Notification

The Executive Board shall provide a thirty day notice (mail or email) of the meeting at which the active membership will vote on the dissolution of the Clark County Democratic Women.

Section 2: Vote

The dissolution shall require a vote of 60% of the members present and in good standing.

Section 3: Funds

Any funds remaining after all outstanding bills have been paid shall be donated to the Washington State Federation of Democratic Women.