

West Virginia Federation of Democratic Women, Inc.
Guidelines for By Laws for affiliated clubs



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WEST VIRGINIA FEDERATION OF DEMOCRATIC WOMEN, INC. GUIDELINES FOR BY LAWS FOR AFFILIATED CLUBS

ARTICLE I – NAME

The name of this organization shall be: “_____”

ARTICLE II – OBJECTIVES AND POLICY

Section I:

The purpose of this organization shall be to unite Democratic women into a group working together for the success of the Democratic Party; by stimulating a more active interest and participation in governmental affairs; by promoting the fundamental principles for which the Democratic Party traditionally and historically stands, a Government responsive and responsible to the people; and by developing leadership and promoting harmony within the party ranks.

Section II:

This organization shall be guided by the results of the primary elections. It shall neither endorse nor support the candidacy of any person or persons for public office prior to the nomination, but shall support aggressively the campaign of nominees and the platform of the Democratic Party.

ARTICLE III – MEMBERSHIP

Section I:

(A) Any women registered as a Democrat and residing in _____ County of West Virginia may become a member of this organization, provided, however, that her purposes and activities are in harmony with the principles and programs of the Democratic Party.

(B) This organization must pay such fee and annual per capita dues in order to be affiliated with the West Virginia Federation of Democratic Women, Inc. as shall be set by that organization.

(C) Each member of this club shall pay annual dues in an amount to be determined by the membership upon the recommendation of the Executive Board. The club year for which dues are to be paid shall be from January 1st to December 31st.

(D) Each club must have twenty-five (25) or more paid members to become affiliated with the West Virginia Federation of Democratic Women, Inc.

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ARTICLE IV – OFFICERS AND THEIR ELECTION

Section I: Officers

The officers of this club shall be a President, First Vice President, Second Vice-President, Recording secretary, Corresponding secretary, Treasurer, Chaplain, Parliamentarian and Historian and any other officers deemed necessary by the club.

Section II: Elections

(A) A nominating committee of five (5) members shall be elected at the regular meeting in _____ of odd years. It shall be the duty of this committee to nominate candidates whose consent to serve has been obtained for each office to be filled.

(B) The slate of officers shall be presented by the nominating committee at the regular meeting in _____.

(C) Elections shall be at the regular meeting in _____. At this time additional nominations may be made from the floor, providing the consent of the nominee shall first have been obtained. The proposed nominee shall be a member in good standing.

(D) Election shall be by ballot and a majority vote of members present shall elect.

(E) Three (3) tellers shall be appointed by the president to count the ballots and announce the results.

(F) A member is eligible for office who has been a member for one year prior to the time the slate is presented and who has attended half of the meetings during the past twelve months.

(G) The terms of office of all office holders will begin January 1st following the meeting at which they are elected.

(H) The officers shall serve for two (2) full years.

(I) No member shall hold more than one office in the club at the same time.

(J) No member may serve in the same office for more than two (2) full consecutive terms.

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ARTICLE IV – OFFICERS AND THEIR ELECTION (cont'd)

Section III: Installation of officers

(A) The officers of this club shall be installed at the time of their election or as soon thereafter as possible and assume the duties and responsibilities of their office in January following their election.

(B) The outgoing President shall be responsible for the installation of the new officers. The outgoing President shall consult the President-Elect in preparation for the installation.

Section IV: Vacancies

(A) In case of a vacancy in the office of the President, the First Vice-President shall succeed to the office of the President.

(B) Any other vacancy shall be filled by the Executive Board.

ARTICLE V – DUTIES OF OFFICERS

Section I: President's Duties

The President shall preside at all meetings of the Club and of the Executive Board. She shall be the chief executive officer of the club. She shall appoint all committee chairmen except the Nominating Committee, and shall be ex-officio members of all committees except the Nominating Committee.

Section II: First Vice-President's Duties

The First Vice-President shall, in the absence of the President, perform the duties pertaining to that office. She shall serve as Program Chairman.

Section III: Second Vice-President's Duties

The Second Vice-President shall in the absence of the First Vice-Chairman perform the duties pertaining to that office. She shall serve as chairman of the Hospitality Committee.

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ARTICLE V – DUTIES OF OFFICERS (cont'd)

Section IV: Chaplain's Duties

The Chaplain shall conduct such religious services as the occasion may require. She shall communicate with members who are ill and the families of deceased members and such other duties as may be required.

Section V: Recording Secretary's Duties

The Recording Secretary shall keep a record of the proceedings of the meetings of the club and of the Executive Board. She shall keep a roll of the members of the club and call the roll as required.

Section VI: Corresponding Secretary's duties

The Corresponding Secretary shall conduct such correspondence as may be required by the President.

Section VII: Treasurer's Duties

The Treasurer shall receive all funds of the organization and shall deposit them in a bank designated by the club or by the Executive Board. She shall disburse funds as directed by the club, provided that no bill shall be paid without the authorization of the President. Any sum expended in excess of twenty-five (\$25.00) dollars must first be approved by the Executive Board. Social affairs are exempted from this approval but all funds collected for luncheons, dinners and social affairs must be turned in to the Treasurer who will issue a check for the same. The Treasurer will present an annual report at the December meeting. The President will appoint an auditing committee of two (2) members to audit the Treasurer's records at the close of each two (2) year term.

Section VIII: Duties of Other Officers

(A) The duties of each of the other officers shall be those usually pertaining to that office.

(B) Any officer failing to perform the duties of her office without just cause may be removed from that office by a three-fourths (3/4) vote of the Executive Board.

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ARTICLE VI – EXECUTIVE BOARD

Section I:

The Executive Board shall consist of the officers, the immediate past president and the chairmen of all standing committees.

Section II:

The Executive Board shall discuss matters pertaining to club activities to be presented at regular club meetings for consideration. The Board shall also have general supervision of the affairs of the club between its meetings.

Section III:

Seven (7) members of the Board shall constitute a quorum.

Section IV:

(A) The Executive Board shall meet prior to the regular club meeting at the call of the President or on the written request of seven (7) members of the Executive Board.

(B) For the official conduct of business by the Executive Board, a quorum is necessary.

ARTICLE VII – MEETINGS

Section I:

The _____ County Democratic Women's Club shall conduct _____ meetings in each year. The regular monthly meeting shall be held on _____. The date of the meeting may be changed at the discretion of the Executive Board in the event that the last Saturday falls on a holiday weekend or on a date that conflicts with events of general interest to the Democratic Party.

Section II:

Special meetings of the Club may be called by the President and shall be called upon the written request of twenty (20) members, ten (10) of whom shall have attended a minimum of half of the monthly meetings. Three (3) days notice shall be given and the business transacted shall be limited to that stated in the call.

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ARTICLE VIII – STANDING COMMITTEES

Section I:

The President may appoint the following committees: By-Laws, Legislative, Membership, Public Relations, Voter's Registration and Ways and Means and other committees as may be deemed necessary by the Club.

Section II:

The Executive Board shall designate to the committees their special duties and responsibilities.

ARTICLE IX – DELEGATES TO ANNUAL MEETING

Section I: Number of Delegates

The club shall be entitled to one (1) delegate and one (1) alternate to the Annual Meeting of the Federation for each ten (10) members. The club shall not be entitled to more than thirty (30) delegates.

Section II: Selection of Delegates

(A) Delegates shall be selected by the Executive Board and shall be certified ten (10) days before the Annual Meeting.

(B) All members of the club may attend the Annual Meeting; however, only duly certified and registered delegates may vote at the annual meeting.

ARTICLE X – AMENDMENTS

Section I:

Amendments to these By Laws may be made by a two-thirds (2/3) vote of the members present at any meeting, provided that the membership has been notified of such proposed amendments. Notification shall be by the reading of such proposals at two (2) consecutive meetings prior to the vote which shall be taken at the third (3rd) meeting.

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Section II:

The By Laws of this club may not be amended in such manner as to be in conflict with the By Laws of the West Virginia Federation of Democratic Women, Inc.

ARTICLE XI: RULES

Section I:

In all matters not covered by these By Laws, the club shall be guided by "Roberts Rules of Order" newly revised.

Section II:

ORDER OF BUSINESS:

1. Call to order
2. Prayer
3. Pledge of Allegiance to the flag of the United States of America
4. Reading and approval of the minutes of the previous meeting
5. Report of officers
6. Report of Executive Committee
7. Report of Standing Committees
8. Report of Special Committees
9. Unfinished business
10. New Business
11. Announcements
12. Adjournment

Approved at 31st annual meeting, Lewisburg, WV 1/23/95

