

THE TRANSYLVANIA COUNTY DEMOCRATIC WOMEN
CONSTITUTION AND BY-LAWS
Revised 2005

ARTICLE I. NAME

This organization shall be called The Transylvania County Democratic Women. (TCDW)

ARTICLE II. OBJECTIVES

- Section 1. To support and promote the principles of the Democratic Party.
- Section 2. To encourage women to seek public office and to participate in Democratic Party activities.
- Section 3. To promote the election of Democratic candidates at the local, district, state and national levels.
- Section 4. To initiate and implement programs and projects of the Democratic Party.

ARTICLE III. MEMBERSHIP

- Section 1. Membership shall be open to all registered and active Democrats.
- Section 2. Membership shall require payment of annual dues for each calendar year. (see Article VIII)

ARTICLE IV. OFFICERS, DUTIES AND ELECTIONS

- Section 1. Elected Officers and Duties. The elected officers of TCDW shall be President, Vice-President, Treasurer and Secretary.
- A. President. The President shall:
1. Preside at all meetings of the organization.
 2. Appoint committees and committee chairs except for the Nominating Committee. (see Article V, Section 1)
 3. Serve as ex-officio member of all committees except for the Nominating Committee. (see Article V, Section 1)

4. Co-sign all checks with the Treasurer.
5. Speak on behalf of the organization as authorized by the membership.
6. Have general supervision of the affairs of the organization.
7. Turn over all records of the office to the new President by the second Monday in March following the February election.

B. Vice-President. The Vice-President shall:

1. Preside at meetings in the absence of the President.
2. Plan the programs for the regularly scheduled meetings.
3. Perform such other duties as the President may ask.
4. Assume the office of President should the office become vacant.
(see Article IV, Section 5A)
5. Turn over all records of the office to the new Vice-President by the second Monday in March following the February election.

C. Treasurer. The Treasurer shall:

1. Be responsible for the receipt and disbursement of all funds, in accordance with the objectives of the TCDW.
2. Maintain permanent records of all receipts and disbursements, including dues payments.
3. Serve as Ex-officio member of the Fund-Raising Committee.
(see Article V, Section 2)
4. Prepare and file all required reports and payments to the District and State Democratic Women's Organizations.
5. Prepare and file all forms and reports required by the State Board of Elections.
6. Submit the Treasurer's Books for audit or for review by an audit committee every two years at the end of her term of office.
7. Turn over all records of the office to the new Treasurer by the second Monday in March following the February election

D. Secretary. The Secretary shall:

1. Record and present the minutes of all executive, regular and special meetings.
2. Distribute written notification to the membership of all regular meetings at least ten days prior to the meeting and seven days prior to any special meeting.
3. Maintain an updated membership list with contact information for each member.
4. Maintain a file of all official documents and papers of the organization.
5. Prepare and file all required reports to the District and State Democratic Women's Organizations.
6. Turn over all records of the office to the new Secretary by the second Monday in March following the February election.

Section 2. Appointed Officers. The Parliamentarian shall be appointed by the incoming President to serve for two years, beginning in March of odd-numbered years. The Parliamentarian shall serve on the Executive Committee.

Section 3. Executive Committee. The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary, Parliamentarian and Chair of the Fund-Raising Committee, with each having one vote.

Section 4. Election of Officers

- A. Elected Officers. The four elected officers shall be President, Vice President, Treasurer and Secretary.
- B. Term of Office. The term of office, beginning in March of odd-numbered years, will be for two years or until a successor has been elected.
- C. Time of Election. The election will be held at the regularly scheduled meeting in February of odd-numbered years.
- D. Election Procedure. The Nominating Committee will present a slate, with at least two names for each position, if possible. This slate will be distributed in writing ten days before the February meeting in odd-numbered years by the Secretary with the regular meeting notice. The

Chair of the Nominating Committee shall manage the election process at the February meeting. Additional nominations of willing persons may be made from the floor. Each member will have one vote, which will be cast by secret ballot and which will be tallied by the Nominating Committee. (see Article V., Section 1.)

Section 5. Vacancies.

- A. Should the office of President become vacant, the Vice-President will assume the office of President for the remaining term of office..
- B. Should any of the other three elected positions become vacant, the position will be filled, for its remaining term, by appointment of the Executive Committee.

ARTICLE V. COMMITTEES

Section 1. Nominating Committee.

- A. The Nominating Committee shall consist of three members.
- B. The Nominating Committee shall be elected by the membership at the regularly scheduled November meeting in even-numbered years and shall serve from November through the completion of the election process. Nominations shall be taken from the floor by the President, who is not eligible to serve on the Nominating Committee.
- C. The Nominating Committee will select its chair from among its members.
- D. The Nominating Committee shall present a slate of nominees for the four elected officer positions at the February meeting in odd-numbered years. If possible, the Committee will present two or more names for each office. (see Article IV, Section 4D)
- E. The Chair of the Committee shall present the slate, take floor nominations, manage the election and announce the results. The Committee shall count the ballots. (see Article IV, Section 4D)

Section 2. Fund-Raising Committee.

- A. The Fund-Raising Committee shall consist of three members appointed by the President. In addition, the Treasurer will serve as an ex-officio member.
- B. The Committee shall recommend fund-raising activities to the Executive

Committee for approval by the membership.

C. The Committee shall plan and coordinate the approved fund-raising activities.

Section 3. Ad Hoc Committees

The President, in consultation with the Executive Committee, may establish Ad Hoc committees as needed to carry out the objectives of the organization.

ARTICLE VI. MEETINGS

Section 1. Regular meetings shall be held once each month, except in December.

Section 2. Executive Committee meetings shall be held monthly prior to the regular meeting. A joint executive meeting of the old and new officers shall be held following the election in February and by the second Monday of March in odd-numbered years.

Section 3. Special meetings may be scheduled at the discretion of the Executive Committee. Notice must be given to all the membership at least 7 days in advance of the special meeting.

ARTICLE VII. QUORUM

A quorum shall consist of 15% of the paid membership, but not less than 15 members, at meetings considering the following: elections of the Nominating Committee; election of Officers; approval of expenditures greater than \$100.00; a decision on a public position in the name of the organization; or, consideration of amendments. At all other meetings, a quorum shall consist of those present. A simple majority vote shall be required except for approval of amendments. (See Article IX, Section 3)

ARTICLE VIII. DUES

Annual dues shall be paid each January for the calendar year January-December at a rate recommended by the Executive Committee and approved by the membership at the previous November meeting.

ARTICLE IX. ADMENDMENTS

Section 1. Proposal. An amendment of the Constitution and By-Laws may be proposed by the Executive Committee or by members. If proposed by members, the

proposed changes shall be presented to the Executive Committee who will schedule a consideration of the changes at the next meeting that meets the notification requirements. (see Article IX., Section 2.)

Section 2. Notification. The Constitution and By-Laws of the Transylvania County Democratic Women may be amended by distributing to all members, in writing, a copy of the proposed changes and additions at least 20 days prior to the regularly scheduled meeting at which the amendments will be considered.

Section 3. Approval. A quorum being present, approval shall require a 2/3 vote of those members present. (see Article VII)

ARTICLE X. RULES OF ORDER

The organization shall follow the Robert's Rules of Order, Newly Revised, except where it conflicts with the Constitution and By-Laws of the TCDW which shall take precedence.

CONSTITUTION AND BY-LAWS, REVISED 2005, WITH THE PROVISIO RELATING
TO TRANSITION

ADOPTED OCTOBER 24, 2005

Ellen Rae Wilson, President

Transylvania County Democratic Women

PROVISO RELATING TO TRANSITION

The Transylvania County Democratic Women Constitution and By-Laws, Revised 2005, shall take effect upon its approval by the membership. The current officers shall remain in office until the next election cycle in 2007 and shall continue to be voting members of the Executive Committee.