

THE BYLAWS OF THE WARD 7 DEMOCRATS

PREAMBLE

We, the members of the Ward 7 Democrats to promote unity among the Democratic residents of our precincts; to promote a framework for the expression of the public and civic concerns of the citizens of Ward Seven, the District of Columbia, and the Nation; and to promote the general welfare of our community through active participation in a partisan political organization, do hereby establish these bylaws.

ARTICLE I: NAME

Section 1: The name of the Organization shall be: Ward 7 Democrats.

Section 2: No person or organization, who is not already duly authorized by these Bylaws to act on behalf of the Organization, shall use the name or indicia of the Organization in any manner which would indicate or suggest an official sanction, statement, endorsement, or action of the Organization unless previously authorized by:

- a) A majority of the membership of the Organization present and voting at a General Membership meeting; or
- b) A majority of the Executive Committee members if authorization is required between General Membership meetings.

ARTICLE II: PURPOSE

The Organization shall pursue and meet the following objectives:

Section 1: Contribute to the growth and influence of the Democratic Party in Ward Seven.

Section 2: Increase Democratic party membership and voting participation in Ward Seven.

Section 3: Cooperate with the initiatives, programs, and functions of the D.C. Democratic State Committee.

Section 4: Increase citizen knowledge of, and participation in, the political processes of Ward Seven, the District of Columbia, and the Nation.

Section 5: Establish and maintain communication with all segments of Ward Seven.

Section 6: Collaborate with Democratic political organizations in other wards of the District of Columbia.

Section 7: Support Democratic Party nominees for public office.

Section 8: Establish and maintain harmony within the Organization.

ARTICLE III: MEMBERSHIP

Section 1: The Organization shall afford membership to any person who is both:

- a) A registered Democrat. and
- b) A resident of Ward Seven in the District of Columbia.

Section 2: The Organization shall not deny membership to anyone who meets the criteria of Section 1 due to membership in any class protected enumerated under section 211 of the District of Columbia Human Rights Act of 1977, as amended (D.C. Law 2-38, D.C. Official Code 2-1402.11(a)).

Section 3: The Organization shall actively recruit and seek to maintain members from all precincts in Ward Seven.

Section 4: A voter registration card or appearance in the Voter Registration rolls of the District of Columbia shall serve as acceptable proof of eligibility for membership in the Organization.

Section 5: Cessation of either condition in Section 1 above shall immediately void membership in the Organization.

Section 6: Voting Privileges.

- a) Each member shall be entitled to one (1) vote.
- b) A member may cast their vote in person or electronically but shall not vote by proxy.

ARTICLE IV: OFFICERS

Section 1: The membership shall elect the officers of the Organization at the Convention as provided in Article X of these Bylaws.

Section 2: The elected officers of the Organization shall be the Chairperson, First Vice Chairperson, Second Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, and Sergeant-at-Arms.

Section 3: The appointed officers of the Organization shall be the General Counsel, the Standing Committee Chairs, and any Ad Hoc Committee Chairs.

Section 4: Term of Office

- a) A single term of office for elected and appointed officers shall not exceed two (2) years and shall expire at the first General Membership meeting following an election.
- b) Officers may be reelected.

Section 5: Each officer shall hold their position until the expiration of their term, resignation, removal, incapacity, or their replacement by a duly elected or appointed successor.

Section 6: Elected Officer Duties

- a) The Chairperson shall: have the general powers and duties incident to the Office of Chairperson; preside over all meetings of the Executive Committee, and of the General Membership; develop the agenda for the Executive Committee and General Membership meetings; carry out all orders and resolutions; coordinate the work of the officers and committees to promote the purposes of the Organization; co-sign check and any agreements with power to bind the Organization; plan, with the assistance and input of the Executive Committee, the Annual Convention; make appointments with the approval of the Executive Committee; and be the spokesperson for the Organization.
- b) The First Vice Chairperson shall: perform all duties of the Chairperson in an instance where the Executive Committee declares the Chairperson is unable perform their duties as provided in Section 7 below; preside over meetings when directed by the Chairperson; and perform such other duties assigned by the Chairperson.
- c) The Second Vice Chairperson shall: in the absence of the Chairperson and First Vice Chairperson, perform duties as defined under Article IV, Section 6, Paragraph b; preside over meetings when directed by the Chairperson; and perform such other duties assigned by the Chairperson.
- d) The Recording Secretary shall: attend all General, Special, and Executive Committee meetings and keep a record of all in attendance; maintain the minutes of all meetings; maintain a record of committees; service as the custodian of Organization records such as these Bylaws, Organization meeting minutes, and the archival Finance reports from activities of the Organization; and perform such other duties as may be assigned by the Chairperson.
- e) The Corresponding Secretary shall: notify officers and members of the Organization of meetings; assist the Chairperson in receiving and responding to correspondence; develop press releases and printed materials; and perform such other duties as may be assigned by the Chairperson.
- f) The Treasurer shall: maintain a bond at the expense of the Organization; be responsible for all funds of the Organization; deposit funds in a bank selected by the Executive Committee; keep full and accurate accounts of all receipts and disbursements; issue a voucher for all checks for withdrawal of funds from the Organization; issue receipts for monies received and checks for expenses; co-sign all checks and vouchers of the Organization as may be ordered by the Executive Committee, or majority of members; present a financial report at General and Executive Committee meetings; serve as the Chairperson of the Budget & Finance Committee; perform general accounting procedures relative to the Office of the Treasurer; and such other duties as may be assigned by the Chairperson.

- g) The Sergeant-at-Arms shall: preserve order at all meetings; ensure all persons voting meet the requirements of Article III, Section 1; and perform such other duties as assigned by the Chairperson.

Section 7: Temporary Declaration of Incapacity

- a) The Executive Committee may, by a two-thirds (2/3) majority vote temporarily declare the Chairperson unable to perform their duties due to inability, injury, or illness.
- b) Such a declaration shall not last more than 30 days and shall not be employed more than twice in a single term.
- c) The Executive Committee may rescind such a declaration with a two-thirds (2/3) majority vote upon a finding that the disability no longer exists.

Section 8: Appointed and General Officer Duties

- a) Committee Chairs shall: ensure the Committee addresses the subject matter identified in Article VII; preside over any meetings and activities of the Committee; report to the General Membership on the activities of the Committee; ensure that any meetings of the Committee adhere to the governing rules of procedure as defined in Article XIV; and ensure the good order and operation of the Committee.
- b) The General Counsel shall: provide the Executive Committee with legal counsel; review any legally binding documents for legal sufficiency; and perform such other duties as assigned by the Chairperson.
- c) Officers shall attend all duly noticed and scheduled General Membership and Executive Committee meetings.
- d) An officer who cannot attend a previously noticed and scheduled meeting shall notify the Recording Secretary or the Chairperson no less than 48 hours before such a meeting through at least one method of notice identified in Article XVI.

Section 9: Eligibility

- a) A member shall be eligible to serve as an officer of the Organization if they meet the following requirements:
- b) The membership requirements in Article III, Section 1; and
- c) Attended at least four Organization meetings prior to the General Membership meeting described in Article XI, Section 4.

ARTICLE V: PRECINCT REPRESENTATIVES

Section 1: As provided in Article X, Section 3, the membership of the Organization in each Precinct shall elect at least one (1) representative from among themselves to serve as a liaison to the Organization.

Section 2: The Chairman, as provided in Article IV, Section 6, Paragraph a, may appoint additional Precinct Representatives to supplement the efforts of the elected Precinct Representatives.

Section 3: The Precinct Representatives shall:

- a) Organize and implement activities designed to encourage residents of the precinct to register as Democrats, in conjunction with voter registration and education efforts conducted by the Organization.
- b) Ensure that registered Democrats in the precinct receive voter education information as developed and published by the Organization.
- c) Organize and conduct “Get Out the Vote” efforts in primary and general elections to ensure the maximum turnout of Democrats in the precinct.
- d) Disseminate information to Democrats in the precinct on Organization monthly General Membership meetings to encourage and facilitate attendance and participation.
- e) Assist the Voter Outreach and Engagement Chair in the development and implementation of a Voter Outreach and Engagement plan.
- f) Recommend implementable ideas for conducting voter registration and encouraging voter turnout and share such ideas with other Precinct Representatives.
- g) Ascertain and share issues of concern and interest to Democrats residing in the precinct with the Chairperson.
- h) Recommend Democrats in the precinct to serve as members of committees of the Organization.
- i) Attend meetings of Precinct Representatives to share information and to report on progress in achieving established objectives.
- j) Attend General Membership meetings and Executive Committee Meetings.

Section 4: A Precinct Representative may resign or be removed pursuant to Article XIII.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1: The Executive Committee is the instrument for implementation of the policies and activities of the Organization. Between meetings of the General Membership and in emergency situations, the Executive Committee shall have the power to conduct the affairs of the Organization, subject to review by the members, as may be required in furtherance of the interests and purposes of the Organization.

Section 2: The Organization shall include in the Executive Committee the elected officers, appointed officers, and Chairpersons of all Committees.

Section 3: The Organization shall afford persons holding the following positions status as ex-officio members of the Executive Committee:

- a) The Ward Seven Councilmember, if a Democrat; and
- b) Any member of the D.C. Democratic State Committee who lives in Ward Seven.

Section 4: The voting members of the Executive Committee shall be the elected officers, appointed officers, and ex-officio members.

Section 5: The Executive Committee shall meet prior to each General Membership meeting and establish an agenda for the meeting.

Section 6: The Executive Committee shall report and may make recommendations to the members at General Membership meetings.

Section 7: The Executive Committee shall present a proposed annual plan and budget at the first meeting following the Convention, except in odd numbered years the Chairperson may delay these submissions an additional 30 days to facilitate a transfer of officer responsibilities.

Section 8: Special meetings of the Executive Committee may be called at any time by the Chairperson, or at least one-third (1/3) of the voting members of the Executive Committee provided a written petition is submitted to the Chairperson stating the purpose of the meeting. Each member of the Executive Committee shall be given 48 hours' notice in advance of a special meeting, except in an emergency in which case at least 24 hours' notice must be given.

Section 9: Any action taken by the Executive Committee may be modified or rescinded by a two-thirds (2/3rds) vote of members present and voting at a General Membership meeting.

ARTICLE VII: STANDING AND AD HOC COMMITTEES

Section 1: The Organization shall maintain the following Standing Committees which shall have the enumerated missions:

- a) Budget & Finance – develop and propose an annual budget; monitor budget implementation; oversee all assets and liabilities of the Organization; and present monthly status reports at General Membership meetings.
- b) Bylaws – periodically review the Bylaws and propose amendments to the Organization; receive proposed amendments from the membership and develop a recommended course of action to the Executive Committee and General Membership.
- c) Fundraising – direct the planning for activities and projects to generate funds in accordance with the annual budget and financial projections of the Organization.
- d) Issues & Policy – educate the membership about any proposed Federal or District of Columbia legislation, initiative, or referendum of interest to the membership; propose resolutions to the General Membership setting forth positions on issues; and solicit feedback from the General Membership on issues of concern.
- e) Voter Outreach & Education – work to increase participation in the electoral process; publicize and implement; strategies for advancing Democrats and the Democratic Party participation in Ward Seven.
- f) Ward Seven Young Democrats – engage and activate Democrats between the ages of 16 and 35 who live in Ward Seven.

Section 2: The Chairperson may establish additional duties for the Standing Committees with the approval of the Executive Committee provided such duties are not inconsistent with Section 1 above.

Section 3: Standing Committees may be added to the Organization through Amendment as provided in Article XVII.

Section 4: Committee Chairpersons shall report to the Executive Committee and may issue a report at any General Membership meeting.

Section 5: Ad Hoc Committees

- a) The Chairperson, with the approval of the Executive Committee, may create additional temporary committees as may be deemed necessary.
- b) Ad Hoc Committees shall dissolve at the end of the Chairperson of the Organization's term.

Section 6: The Chairperson of the Organization shall appoint the Chairpersons of each Committee with the approval of the Executive Committee.

ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

Section 1: The Organization shall hold a monthly General Membership meeting for the membership of the Organization except in August. The Chairperson, with input from the Executive Committee, shall establish the date, time, and location of General Membership meetings. The Organization shall provide Notice of the meeting at least one (1) week in advance.

Section 2: Special Meetings

- a) The Chairperson, a majority of the Executive Committee, or fifteen (15) members of the Organization may call a Special Meeting of the Organization.
- b) The Organization shall provide Notice stating the time, date, location, and purpose of such a meeting shall be provided no less than three (3) days prior to the date of the meeting.

Section 3: The Organization shall hold all meetings in a facility accessible to the public.

Section 4: Agendas

- a) The Recording Secretary shall prepare an agenda consisting of all items of business for each meeting as directed by the Chairperson and Executive Committee.
- b) At the beginning of a meeting, any member may make a request to the Chairperson to have an item placed on the agenda.
- c) Any germane item not included on the prepared agenda shall be considered with the consent of a majority of the members present and voting.

Section 5: Meetings may be rescheduled or postponed by a majority vote of the Executive Committee.

Section 6: The Chairperson may cancel meetings due to extenuating circumstances, such as inclement weather, venue inaccessibility, or emergencies. However, the Chairperson shall immediately send Notice to the membership of any cancelation.

ARTICLE IX: CANDIDATE ENDORSEMENT MEETING

Section 1: Prior to any election conducted by the District of Columbia Board of Elections and Ethics, the Organization may hold a meeting for purposes of making a public endorsement of Party candidates and candidates for other office that the Executive Committee deems appropriate.

Section 2: The meeting shall take place no less than 30 days before the election.

Section 3: The Organization shall conduct a forum prior to, or in conjunction with, any endorsement meeting. Such forum shall be designed and conducted to elicit the views of candidates on issues of importance to the membership.

Section 4: The Executive Committee shall establish and publish the rules to obtain the endorsement of the Organization no later than ten (10) days before the meeting.

Section 5: Members shall have the option to vote for "no endorsement." A vote for "no endorsement" shall be treated equally to a vote for a candidate.

Section 6: The Organization may make financial and in-kind contributions to any candidates the membership may endorse, as well as distribute sample ballots denoting the officially endorsed candidates.

ARTICLE X: ANNUAL CONVENTION

Section 1: The Organization shall hold a Convention annually in March for members to receive information about the state of the Organization, issues relevant to Ward Seven, the District of Columbia, and the Nation. The Convention may also adopt a platform for implementing designated goals and objectives.

Section 2: The Chairperson, with input from the Executive Committee, shall appoint a committee to plan the Convention.

Section 3: In odd-numbered years, the Organization shall elect Officers and Precinct Representatives at the Convention.

ARTICLE XI: NOMINATION OF OFFICERS

Section 1: At least 60 days in advance of the Convention, the Chairperson shall appoint a five-member Nominating Committee for the purpose of receiving nominations for candidates for office. Current officers and prospective nominees shall be prohibited from serving on the Nominating Committee.

Section 2: Nominees shall declare their candidacy by notifying the Chair of the Nomination Committee before or during the last General Membership meeting before the election.

Section 3: Nominees may declare their candidacy as individuals or as a slate.

Section 4: To qualify as a slate, a proposed slate must have a minimum of three nominee and designate a "Slate Lead" to respond to requests from the Nomination Committee. The Slate Lead may submit candidacy declarations on behalf of the entire slate.

Section 5: The nomination committee shall verify each nominee is eligible to serve as an officer consistent with Article IV, Section 9.

Section 6: Nominees may contest the results of the verification by providing supporting documentation from the District Board of Elections such as a valid Voter Registration card.

Section 7: A nominee shall become an official candidate (1) if they have been properly verified by the Nomination Committee; (2) their nomination has been moved and properly second during a general meeting; and (3) they have publicly accepted the nomination in person or by a written affidavit.

Section 8: The Nominating Committee shall issue a report at the General Membership meeting preceding the Convention. This report shall include:

- a) Election procedures;
- b) A sample ballot;
- c) The names of members who submitted a written declaration of candidacy for office to the Nominating Committee; and
- d) Such other information as may be necessary for the efficient administration of an election.

Section 9: A member may nominate a Candidate from the floor of the meeting at which the Nominating Committee makes its report, provided that the nominee is present to accept the nomination, or later consents to the nomination in writing no later than 48 hours after the Nominating Committee has made its report.

Section 10: The Nominating Committee may amend their report to account for any nominations and acceptances that occurred during meeting in which the report was issued.

Section 11: The Nominating Committee shall prepare the election ballot. It shall include the names of the declared candidates for each office and a blank line for write-in candidates for each office.

Section 12. The order of the names on the ballot shall be determined by drawing candidates' names from a container. The order in which the name of the candidate for an office is drawn shall determine the sequential order on the ballot.

ARTICLE XII: ELECTION OF OFFICERS

Section 1: The membership as defined in Article III, Section 1 shall elect Officers as provided in Article X, Section 3.

Section 2: The District of Columbia Democratic State Committee shall conduct and monitor the election and certify the results.

Section 3: The Organization shall give notice at least 30 days in advance of the election and it shall be widely publicized throughout Ward Seven.

Section 4: The voting procedures shall be established by the Nominating Committee and detailed in their report authorized by Article XI, Section 5.

Section 5: A majority vote shall determine the outcomes for each office. If there are more than two (2) candidates for a given office, a plurality of the votes cast for a candidate shall determine the outcome.

Section 6: Officers-elect shall assume their duties upon certification of the election by the DC Democratic State Committee.

ARTICLE XIII: RESIGNATION OR REMOVAL OF OFFICERS

Section 1: An officer shall provide written notice to the Chairperson of their resignation, except in the instance of the resignation of the Chairperson where such notice shall be provided to the First Vice Chair. Such notice shall conform with the Notice provisions of Article XV and provide an effective date for such resignation.

Section 2: Removal Due to Abandonment

- a) If an officer is absent, without notification, from three (3) consecutive General Membership or Executive Committee meetings, the Executive Committee may declare that position vacant.
- b) The Corresponding Secretary shall provide the absent officer with written notification of this section.
- c) An officer's failure to respond within 10 days of the notice shall be considered a resignation.

- d) An officer's response to the notice required in Section 2, Paragraph b shall require the Executive Committee to remove the officer under the provisions of Section 3 below.

Section 3: Removal for Cause

- a) Any officer or member may file a complaint with the Executive Committee which calls for the removal of an officer, for causes deemed detrimental to the purpose and operation of the Organization. The Executive Committee shall make a recommendation regarding removal of an officer for cause to the membership at the possible General Membership meeting.
- b) The proposed action to remove an officer shall be included in the meeting notice to the membership. The officer shall be notified using one of the Notice methods listed in Article XVI at least two (2) weeks prior to the General Membership meeting at which the complaint will be brought against them.
- c) The Organization shall afford the officer a reasonable opportunity to be fairly heard by the membership regarding the complaint.
- d) The Organization may remove the Officer only upon formal motion at the General Membership meeting.
- e) The Membership shall consider both whether sufficient cause for removal has been provided and whether the officer should be removed.
- f) A majority of those present and voting at the meeting must affirm removal of the officer.
- g) When an officer is removed at a General Membership meeting and the officer is not present, the Corresponding Secretary shall notify the person removed in writing within two (2) weeks following the meeting in which the action was taken. The letter shall be sent by certified mail and state the cause of removal, the effective date, and be forwarded to the officer's last known address.

Section 4: A vacancy in any office shall be filled by Chairperson of the Organization with the approval of the Executive Committee. The Chairperson shall notify the Persons appointed shall complete the unexpired term being filled.

ARTICLE XIV: FISCAL YEAR, BOOKS, AND RECORDS

Section 1: The Organization's fiscal year shall begin April 1 and end March 31.

Section 2: The Organization shall keep accurate and complete records of all accounts and minutes of the meetings of its General membership, and the Executive, Standing, and Ad Hoc Committees.

Section 3: Records are the sole property of the Organization and shall be surrendered by an officer at the end of their term.

Section 4: Any member of the Organization may inspect the Organization's records for any proper purpose at any reasonable time.

ARTICLE XV: PARLIAMENTARY AUTHORITY

Section 1: The Chairperson shall appoint a Parliamentarian. That person must be approved by a majority vote of the membership present and voting at a General Membership meeting.

Section 2: The Parliamentarian shall attend all meetings of the Organization and advise the presiding officer on questions of parliamentary law and matters of procedure.

Section 3: Quorum

- a) A quorum for an Executive Committee meeting shall be one-third (1/3) of the Executive Committee's voting members, at least one of whom shall be a presiding officer.
- b) A quorum for a General Membership, Special, or Candidate Endorsement meeting shall be fifteen (15) members, of whom four shall be elected Officers and one of those shall be a presiding officer.

Section 4: Except where otherwise provided in these Bylaws, the Organization shall govern the conduct of its meetings, duties of officers, and other operations under Robert's Rules of Order, Newly Revised, 12th Edition.

ARTICLE XVI: NOTICE METHODS

The Organization may provide valid notice using the following mechanisms:

- a. Notice by Mail – shall be deemed to have been given on the second (2nd) day following that on which the notice was postmarked. In proving notice was given, it is sufficient proof when the notice was addressed to the member's address as it appears in the membership records of the Organization.
- b) E-mail or fax – shall be deemed to have been given on the second (2nd) day following that on which the notice was sent. In proving notice was sent, it is sufficient proof when the record copy of said notice contains the member's e-mail address or fax number as it appears in the membership records of the Organization.
- c) Internet site or social media – shall be deemed to have been given on the day such notice was posted on the outlet at issue.
- d) Telephone – shall be deemed to have been given when conveyed either directly or via voicemail message. The date and time of the telephone call shall be documented and submitted to the Recording Secretary. Such documentation shall indicate whether the person was reached directly, or a message was left (either with a person or through voicemail).
- e) In person – shall be deemed to have been given when conveyed to the receiving person. When delivered in person, every effort shall be made to obtain the signature of the person receiving the notice.

ARTICLE XVII: AMENDMENT

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the membership present and voting at a General Membership meeting, or a Special Meeting called for that purpose, provided such amendment has been presented to the Bylaws committee for research and recommendation to the membership.

Section 2: Notification of such recommended Amendment(s) shall be given to the membership at least 30 days in advance of the meeting for action.

ARTICLE XVIII: RELATIONSHIP TO THE DEMOCRATIC STATE COMMITTEE

The Organization recognizes the District of Columbia Democratic State Committee (DCDSC) as the governing body of the District of Columbia Democratic Party. The Organization shall be chartered by the DCDSC as an official affiliate of the District of Columbia Democratic Party. Once election of officers has been certified, the Chairperson shall serve as a member of the DCDSC.

ARTICLE XIX: EFFECTIVE DATE/SEVERABILITY

Section 1: All provisions of these Bylaws shall go into effect upon the vote of two-thirds (2/3rds) of the members voting at a General Membership meeting at which a quorum is present.

Section 2: If any Article or Section is ruled unacceptable by the DC Democratic State Committee, or a court of law with competent jurisdiction, the remainder of these Bylaws shall remain in effect.

Unanimously Ratified: September 25, 2021

Wendell Felder – Chairperson
Ward 7 Democrats