

WICHITA COUNTY DEMOCRATIC ASSOCIATION

Bylaws

ARTICLE I-Parliamentary Authority

The most current edition of *Robert's Rules of Order* shall be the parliamentary authority for the Wichita County Democratic Association (the "Association").

ARTICLE II- Membership

Section 1. Democrats living in the area who are interested in politics and support the Democratic Party in Wichita County, are eligible for membership in the Association.

Section 2. Members of the Association must be registered voters of Texas.

Section 3. Democrats outside of Wichita County who share in the activities of the Association may become members.

Section 4. Retiring Presidents shall be life members.

ARTICLE III- Meetings

Section 1. Regular membership meetings shall be held at least quarterly.

Section 2. Special meetings of the membership may be called at any time by a majority of the Executive Committee.

Section 3. Regular meetings of the Executive Committee shall be held at least quarterly.

Section 4. Special meetings of the Executive Committee may be called at any time by a majority of the Executive Committee.

Section 5. All meetings, regular or special, of the membership or Executive Committee, shall be preceded by notice to all persons eligible to attend. Notice of membership meetings shall be at least fifteen (15) days in advance.

Section 6. A quorum of the Executive Committee shall consist of a majority of the members. A quorum of the membership shall consist of ten percent (10%) of the voting members of the Association.

ARTICLE IV- Duties of Officers

Section 1. The President shall

1. Preside at all meetings of the Association and the Executive Committee.
2. Temporarily fill vacancies occurring in elective offices until nomination and election at the next membership meeting. A majority of the Executive Committee must approve the appointment.
3. Appoint chairpersons of committees at the start of the term and chairpersons of special committees as needed.
4. Be an ex-officio member of all committees, with the exception of the Nominating Committee.
5. Be the spokesperson for the Association and shall support Democratic Party nominees. The President shall not personally endorse any Democratic candidate until after the primary.
6. Develop an annual strategic plan to guide committee activities.

Section 2. In the absence of the President, the Vice-President shall act in his/her stead.

Section 3. The Secretary shall keep in permanent form, the minutes of the Association and Executive Committee and conduct any necessary correspondence.

Section 4. The Treasurer shall

1. Receive all money of the Association, pay bills, and disburse funds as directed by the Executive Committee.
2. Submit at each meeting, a Treasurer's report, or upon request at any special or called meeting.

3. Compile and file with the Secretary of the State of Texas all reports of the Association's contributions and expenditures, as required by applicable law.

Section 5: Officers can only be removed from the office by vote of the membership at a regular or special called meeting, after due notice, with rights of appearance and with due process. See Article VII-Removal of Officer or Member.

ARTICLE V- Officer Qualifications, Nomination, Election, & Term of Office

Section 1. Any member in good standing shall be eligible to hold office. No member shall be eligible to hold more than one office at the same time.

Section 2. Election of officers shall occur at the November meeting of each even numbered year.

Section 3. The Nominating Committee shall submit names of nominees for each office at the November meeting of each even numbered year.

Section 4. Following the report of the Nominating Committee, the President shall accept nominations from the floor. Voting shall be by show of hands, except as herein provided. A majority of the votes cast for any one candidate shall be sufficient to elect the candidate to the office for which he or she is nominated.

Section 5. When there is but one candidate for the office, the election procedures may be suspended and election proceeds by acclamation.

Section 6. The Nominating Committee shall serve on a standby basis the remainder of the term to submit names to fill any occurring vacancies. Elections for vacant offices will be held at the regular meeting following the vacancy.

Section 7. The term of office shall be two (2) years or until the next regular meeting in case of vacancy. Each officer must remain in good standing with the Association.

Section 8. At the end of the officer's term, the officer will return all property and records of the Association to his/her successor.

ARTICLE VI- Executive Committee

Section 1: The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Past-President (optional), and the chairperson of the Democratic Party for Wichita County. The Executive Committee may invite advisors, committee chairs, or other interested parties to participate as non-voting members of the Executive Committee.

Section 2: The Executive Committee shall be responsible for the day to day operations of the Association, including expenditures of the Association's funds, contracting for all services, leasing of office space, periodic review of finances, and such other activities as may be necessary to carry out the purposes of the Association as stated in the Association's Constitution.

ARTICLE VII- Removal of Officer or Member

Section 1. The Executive Committee may recommend to the membership the removal of an officer or member for any of the following:

1. Failure to perform duties.
2. Failure to maintain his or her Association membership
3. An act that endangers, threatens, or harms another member.
4. An act that prevents a member or officer from discharging their duties.
5. Unprofessional conduct contrary to the mission and goals of the Association.
6. Unauthorized use or misrepresentation of Association's name, materials, or position on issues without approval of the Executive Committee.

Section 2: Grievance Procedure

1. A written grievance must be submitted to a member of the Executive Committee no more than thirty (30) days after the incident.

2. The grievance must be examined by the Executive Committee in closed session - within thirty (30) days of filing.
3. Notification will be sent either electronically and/or by certified mail to the person upon whom the grievance has been filed within three (3) days of the receipt of the grievance and will specify date, time, and location of a closed meeting to discuss the grievance.
4. If the accused does not appear before the Executive Committee for the scheduled meeting to discuss the grievance, the Executive Committee may prepare the recommendation based on the evidence and/or grievance with or without a statement of the accused.
5. The Executive Committee will present its recommendation to the membership during the next scheduled meeting after the hearing.
6. The Executive Committee will not disclose any discussions held in closed meetings to the membership. The Executive Committee may disclose general reasons for the recommendation to the membership.
7. The membership will vote upon the recommendation.
8. If the majority of the membership in attendance votes to accept a recommendation to remove an officer, the officer is immediately dismissed from office.
 - a. In cases of the President's removal, the succession of office shall fall under Article IV, Section 2.
 - b. In case of removal of officers other than President, vacancies shall be filled according to Article IV, Section 1, Item 2.
 - c. A removed officer can be further removed from membership following the grievance procedure for members, including hearing, recommendation, and vote of the membership.
9. If a majority of the membership in attendance votes to accept a recommendation to remove a member, the member shall be immediately removed for a period no longer than one (1) year.
 - a. The member may petition the Executive Committee for consideration to renew membership after the one (1) year period.

- b. By majority vote of the Executive Committee, the Executive Committee may reinstate the member after the one (1) year period.
 - i. If the reinstated member is nominated for an officer position, the nomination can be executed upon the approval of the Executive Committee.
 - ii. The reinstated member may have full membership privileges after payment of dues.

Section 3: Confidentiality

All records of grievance shall be kept confidential and permanently retained by the Secretary.

ARTICLE VIII-Standing Committees

Section 1. The standing committees shall consist of the following:

- Communications
- Voter Registration/Education
- Precinct Organization
- Membership
- Finance/Audit
- Fundraising
- Candidate Identification/ Recruitment
- Nominating
- Bylaws

Section 2. The chairperson of each committee shall be appointed by the President. The chairperson of each committee shall designate the members of the committee, and may select as many persons as necessary to carry out the functions of the committee.

Section 3. The Association may establish other committees by one of two means:

1. Standing committees may be established by majority vote of a quorum of voting members at a meeting of the Association or by a majority vote of the Executive Committee.
2. Ad hoc committees may be established by the President or a majority of the Executive Committee either for a determinate period of time or until completion of a specific task or project.

Section 4. Committee meetings may be called by the chair of the committee or by a majority of the members of the committee.

Section 5. The chairperson of each committee shall make a report to the membership at membership meetings.

Section 6. At the invitation of the Executive Committee, the committee chairpersons (not elected as officers) may meet with the Executive Committee as advisors.

ARTICLE IX-Dues and Voting Privileges

Annual dues shall be a minimum of \$10.00. Dues are payable on calendar year basis. Only dues-paying members are entitled to vote at any meeting.

ARTICLE X-Order of Business

The usual order of business shall be as follows:

1. Call to order
2. Reading and approval of minutes
3. Treasurer's report
4. Reports of Executive Committee and other committees, etc.
5. Unfinished business
6. New business

ARTICLE XI- Amendment of the Bylaws

Section 1. All proposed amendment(s) shall be submitted to the President in writing and signed by two (2) members of the Association, by the Executive Committee, or by the Bylaws Committee.

Section 2. The President shall refer the proposed amendment(s) to the Bylaws Committee for consideration. The proposed amendment(s) may not be considered at a meeting of the membership unless the Bylaws Committee has reviewed the proposed amendment(s).

Section 3. The membership shall be notified either electronically or by mail of the proposed amendment(s) not less than fifteen (15) days prior to the meeting at which the proposed amendment(s) are to be considered.

Section 4. The Bylaws Committee shall recommend to the membership acceptance or rejection of the proposed amendment(s) at the next regular membership meeting.

Section 5. Proposed amendment(s) to the bylaws shall become effective by an affirmative vote of the majority of the voting members present at a regular membership meeting.

Article XII- Dissolution of the Association

Section 1. In the event that it becomes necessary to dissolve the Association, at least thirty (30) days' notice shall be given to the membership. At the next regular membership meeting, an affirmative vote by two-thirds (2/3) of the membership present and voting shall dissolve the Association.

Section 2. After final liquidation of the Association's assets and after payment of all obligations, all remaining assets shall be distributed to the Wichita County Democratic Party.

This will certify that the Bylaws of the Wichita County Democratic Association were duly amended and restated as set forth above on August 18, 2016 by properly convened meeting of the membership of the Association; having been duly approved by a majority of those present and voting.