

**The Constitution and Bylaws
Of
The Ward 6 Democrats**

Originally adopted May 1980, amended June 2000; June 2003; June 2019

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CHARTER & BYLAWS

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Charter

Article I: Name

Section 1: The organization shall be known as the Ward 6 Democrats of the District of Columbia.

Article II: Purpose

The purpose of the organization shall be the following:

Section 1: Promote the principles of the Democratic Party of the United States;

Section 2: Cooperate with, and implement the initiatives and programs of, the D.C. Democratic State Committee;

Section 3: Increase Democratic voter registration and education in the Ward;

Section 4: Promote and maintain unity within the Ward 6 Democratic Party;

Section 5: Provide a forum for the discussion and communication of ideas and issues impacting the Ward, City and National agenda of the Democratic Party;

Section 6: Initiate and maintain communication with elected officials and with other Democratic organizations in other wards of the District of Columbia; and

Section 7: The Ward 6 Democrats of the District of Columbia shall be a chartered organization of the D.C. Democratic State Committee (State Committee) and the bylaws of the organization shall be consistent with the Constitution and Bylaws of the State Committee.

Bylaws

Article III: Membership

- Section 1:** All registered Democrats who are domiciled and residing in Ward 6, as defined by the District of Columbia, are automatically members of the Ward 6 Democrats of the District of Columbia.
- Section 2:** A member may be identified by their voter registration card or name appearing on the D.C. Voter Registration Rolls.
- Section 3:** A member shall cease to be a member when it is determined that they have changed political affiliation, are no longer domiciled and residing in the Ward or upon their death.
- Section 4:** Each member shall be entitled to one vote, which must be cast in person, and not by proxy. In order to vote, at any meeting, an individual must be domiciled and residing in the Ward and be registered as a Democrat.

Article IV: Dues

- Section 1:** Dues are not required.

Article V: Officers

- Section 1: Officer qualifications and election:**
- a. There shall be two classes of officers: elected and appointed.
 - b. The elected officers shall be a President, a First Vice President, a Second Vice President, and a Secretary.
 - c. The appointed officers shall be a Treasurer, a Parliamentarian, and an Outreach Director.
 - d. Officers shall be registered Democrats domiciled and living in Ward 6 for at least ninety (90) days preceding election.
 - e. Elected officers shall be elected by secret ballot from among the registered members of the Ward 6 Democrats present at a biennial convention. Each officer shall serve a two-year term.
 - f. Appointed officers shall be appointed by the President with approval of the registered members of the Ward 6 Democrats present at a biennial convention. Each officer shall serve a two-year term.

- g. All officers of both classes may serve an unlimited number of terms.
- h. Officers shall assume their duties at the close of the Biennial Convention.

- i. Elected officials of city partisan elections or School Board Members of non-partisan elections, residing in the Ward, shall be ineligible to hold office in this organization.

- j. Positions and other articles in this section shall take effect upon passage of these by-laws.

Article VI: Duties of the Officers

- Section 1:** **President:** The President shall be the Chief Executive Officer and shall have the general powers and duties incidental to the Office of the President; shall preside over all regular, special, and Executive Committee meetings; see that all orders and resolutions are carried into effect; coordinate the work of the officers and committees to promote the purpose of the organization; co-sign checks; perform such duties as may be requested of them by the Executive Committee; appoint all ad hoc committees and committee chairs they deem necessary, with approval of the Executive Committee; be the spokesperson for the organization; and shall serve as coordinator of the Precinct Representatives. The President shall be an ex officio member of all committees except the Nominating Committee.
- Section 2:** **First Vice President:** The First Vice President shall, in the absence of, or at the request of the President, preside and carry out the duties of the President, subject to any restrictions imposed upon them by the President during temporary absences; and shall be one of the co-signers on checks. The First Vice President shall be an ex officio member of all committees except the Nominating Committee.
- Section 3:** **Second Vice President:** The Second Vice President shall, in the absence of, or at the request of the President and First Vice President, preside and carry out the duties of the President, subject to any restrictions imposed upon them by the President and First Vice President during temporary absences. The Second Vice President shall be responsible for coordinating all Ward 6 Democrats voter outreach, education, and training efforts as directed by the Executive Committee. The Second Vice President shall be an ex officio member of the Voter Outreach, Training, and Education Committee.
- Section 4:** **Secretary:** The Secretary shall attend all regular, special and executive committee meetings. The Secretary shall keep a record of all proceedings of the organization; shall keep on file all committee reports; shall make the minutes for each meeting and make such minutes and records available to members at the next meeting held (i.e., Regular, Special, and Executive Committee); shall make the minutes and records available to members upon reasonable request; shall sign all certified copies of acts of the organization; shall maintain record books in which the bylaws, special rules of order, standing rules and minutes are

entered with any amendments to these properly recorded; shall keep the organization's official membership roll and call that roll when it is required; shall notify the officers and membership of all meetings (i.e., Regular, Special and Executive Committee); shall maintain a record of attendance at all meetings; and shall conduct the general correspondence of the organization.

Section 5: **Treasurer:** The Treasurer shall hold, and be responsible for, the funds of the organization. The Treasurer shall give regular financial reports to the Executive Committee, members and the D.C. Office of Campaign Finance when required, including providing a full financial accounting to the membership annually; shall collect monies on behalf of the organization and shall deposit all monies received to the credit of the Ward 6 Democrats in such banks, trust companies and other depositories, as the Executive Committee may select. All expenditures over \$500 shall be authorized specifically by the action of the Executive Committee. All funds held within checking or saving accounts on behalf of the organization shall require the signature of the President or First Vice President and the Treasurer for withdrawal. The Treasurer shall be the Chair of the Finance Committee.

Section 6: **Parliamentarian:** The Parliamentarian shall be a person knowledgeable in parliamentary procedure. The Parliamentarian shall advise the presiding officer on questions of parliamentary procedure, matters of special rules or order, standing rules, the organization constitution and bylaws. The Parliamentarian shall be Chair of the Rules Committee.

Section 7: **Outreach Director:** The Outreach Director shall be responsible for managing the development and dissemination of all outreach materials for the organization including, but not limited to, newsletters, social media, press releases, and other print, digital, and multi-media materials as directed by the Executive Committee. The Outreach Director shall be Chair of the Outreach Committee.

Article VII: Executive Committee Liaisons

Section 1: The President may appoint, with approval of the Executive Committee, Liaisons to the Executive Committee from likeminded organizations that the Executive Committee may deem appropriate.

Section 2: Liaisons to the Executive Committee shall be invited to participate in all open Executive Committee meetings, but shall not participate in closed Executive Committee meetings without the approval of the Executive Committee.

Section 3: Liaisons to the Executive Committee may be appointed or removed from the Executive Committee at any time by a majority vote of the Executive Committee Members present at any Executive Committee meeting.

Article VIII: Executive Committee

- Section 1:** The Executive Committee shall be comprised of the officers of the Ward 6 Democrats.
- Section 2:** All decisions made by the Executive Committee shall be made by a majority vote of all officers present at any meeting of the Executive Committee.
- Section 3:** The Executive Committee shall have all the powers to act on behalf of the Ward 6 Democrats in all matters, which are not forbidden by these bylaws, or by statute, or otherwise lawfully directed or required to be exercised or done by the Ward 6 Democrats in a regular meeting, but subject, nevertheless, to:
- a. A majority vote by members of the Executive Committee;
 - b. all laws affecting the organization;
 - c. these bylaws;
 - d. rules, not being inconsistent with these bylaws, which are made from time-to-time by the membership in regular meeting; and
 - e. no rule, made by the membership in regular meeting, invalidates a prior act of the officers that would have been valid if that rule had not been made.

Article IX: Executive Committee Vacancies

- Section 1:** A vacancy in any office due to change in political affiliation, death, resignation, or removal shall be filled by the President's appointment of another member to that office. Such appointments must be brought before the Executive Committee for their approval. Final approval must be obtained by a majority vote of the membership in attendance at the next regular meeting. Persons appointed by this process shall complete the unexpired term being filled.

Article X: Executive Committee Meetings

- Section 1:** **Regular Meetings:** Regular meetings of the Executive Committee shall take place at such a time and location as agreed upon by the Executive Committee. Notice of such meetings shall specify the place, day, and hour of the meeting and shall be given within a reasonable time.
- Section 2:** **Special Meetings:** Special meetings of the Executive Committee shall be called at the discretion of the President or by a designated officer, or by a majority of the voting members of the Executive Committee, provided that a written notice has been submitted to the President stating the purpose of the meeting. In the case of

Special meetings, each member of the Executive Committee shall be given at least a twenty-four-hour notice in advance of such meeting by telephone, e-mail, or hand-delivered notice. Such notice of Special meetings shall specify the place, day, and hour of the meeting, and the general nature of the business to be discussed.

Section 3: **Attendance:** Officers who cannot attend scheduled regular, special or executive committee meetings shall notify the President or his designee or the Secretary of their intended absence, at a reasonable time prior to the moment that a meeting begins.

Section 4: **Quorum:** Four of the officers of the Executive Committee must be present either in person or electronically at any meeting to constitute a quorum. Without a quorum no official business can be performed.

Section 5: **Frequency:** The Executive Committee shall meet at least eight (8) times per year, or more frequently if needed, at a time and place to be designated by the President or their designee.

Article XI: Removal of Officers

Section 1: Any officer who is absent from three consecutive regular meetings or three consecutive scheduled Executive Committee regular meetings without communicating a reason for the absences to the Executive Committee, may be deemed resigned, to be declared by a majority vote of the Executive Committee at a scheduled Executive Committee regular meeting. After three consecutive, unexcused absences from either regular or Executive Committee meetings and a majority vote by the Executive Committee, the President shall notify (or cause to be notified) the subject officer of this section of bylaw and the action taken, in writing by email and certified mail, return receipt requested. Officers shall give proper notice of an absence must be given via telephone or email before each scheduled regular or executive committee meeting begins, absent catastrophic circumstances, serious injury, or illness.

Section 2: An officer who does not perform their duties as described in these bylaws may be removed by a two-thirds majority of those present and voting at a scheduled regular meeting, with notice being given at a prior scheduled regular meeting of the forthcoming action. The meeting notice sent to the membership informing it of the meeting must clearly spell out the proposed action of removal. The officer subject to the removal action must be given an opportunity to refute the reasons given for removal. The reasons for removal should be judged by the membership on the basis of a preponderance of the evidence.

Article XII: Precinct Representatives

Section 1: Precinct Representatives shall be registered Democrats domiciled and residing within the precinct they represent.

- Section 2:** Precinct Representatives shall be elected at the Biennial Convention for each precinct within the Ward.
- Section 3:** Each precinct shall be represented by two Precinct Representatives, but not more than one of any gender.
- Section 4:** Precinct Representatives shall not be subject to term limits.
- Section 5:** The President shall appoint Precinct Representatives with approval of a vote by the Executive Committee in the event of vacancies.
- Section 6:** Elected officials of partisan city elections or School Board officials of non-partisan elections residing in the Ward shall be ineligible to serve as Precinct Representatives.

Article XIII: Meetings

- Section 1:** **Convention:** A Biennial Convention shall be held in June of every odd-numbered year for the purpose of electing the officers of the organization. The Executive Committee shall designate the time of day and place to hold the Convention.
- a. Notice shall be made at least four weeks in advance of the date that the Convention is held.
 - b. The Convention shall be open (including the right to vote) to all registered Democrats domiciled and residing in the Ward, so long as they are registered thirty days prior to the date that the Convention is held.
 - c. A quorum shall consist of thirty-five members, representing at least one-half of the precincts within the ward.
 - d. The Convention may adopt resolutions on legislation and programs or Ward, City, and National political issues and may amend the bylaws of the organization during the Convention.
 - e. Voting shall be by secret ballot. Ballots shall be predicated on the "one-person/one-vote" rule. Early voting, voting by proxy, or in absentia is strictly prohibited.
 - f. Write-in candidates are allowed and the ballots shall contain a blank line for the name of a write-in candidate.
 - g. Election outcomes for each office shall be determined by a majority of the votes casts for that office, or if more than two candidates exist for a given office, a plurality of the votes casts for a given candidate will

determine the outcome.

Section 2: Regular Meetings: Regular meetings shall be held at a time and place that the Executive Committee determines, but at least three (3) times per year, in addition to the Biennial Convention. Additional regular meetings may be called, when deemed necessary by the Executive Committee. Notice of such meetings shall be provided at least one (1) week in advance and specify the place, day and hour of the meeting may be given via mail, e-mail, or in-person. Notices of regular meetings shall be given to every member shown on the membership address records for the organization on the day the notice is posted with a United States Post Office. No other person is entitled to receive a notice of regular meetings. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notices does not invalidate the proceedings at the meeting.

Section 4: Special Meetings: Special meetings may be called by the President, a majority of the Executive Committee, or fifteen members of the general membership of the organization, provided that a five-day written notice, which states the purpose(s) of such meeting, has been transmitted to the membership via mail or email.

Section 5: Meeting Site(s): Both regular and special meetings shall be held in a facility accessible to the public.

Section 6: Precinct Meetings: Precinct meetings may be held as needed, and at a time and place designated by the Precinct Representatives. Notice of precinct meetings shall be provided at least one week in advance. Precinct Representatives shall notify the Executive Committee in writing of such meetings at least one week in advance.

Section 7: General Rules for Meetings: The President, or their designee, may cancel any regular or Executive Committee meeting if any of the following conditions exist:

- a. There is no business requiring a meeting;
- b. No quorum will be possible for a meeting; or
- c. Another regular or Executive Committee meeting will be held within thirty (30) days of the date on which the regular or Executive Committee meeting, would have been held.

Article XIV: Committees

Section 1: Standing Committees: There shall be the following standing committees in addition to the Executive Committee as outlined previously in these by-laws:

- a. Outreach Committee;
- b. Finance Committee;

- c. Voter Outreach, Training, and Education Committee;
- d. Rules Committee;
- e. Nominating Committee; and
- f. Advisory Committee.

Section 2: Committee Membership: Members shall be appointed from the membership by the President, with the approval of the Executive Committee.

Section 3: Outreach Committee: The Outreach Committee shall develop and disseminate all outreach materials for the organization including, but not limited to, newsletters, social media, press releases, and other print, digital, and multi-media materials as directed by the Executive Committee.

Section 4: Finance Committee: The Finance Committee shall develop the financial plan of the organization and present said plan to the Executive Committee for approval.

Section 5: Voter Outreach, Training, and Education Committee: The Voter Outreach, Training, and Education Committee will work to increase participation in the electoral process, and publicize and implement strategies for advancing the Ward 6 Democrats and Democratic Party participation.

Section 6: Rules. The Rules Committee shall develop any special rules and write any proposed amendments to the bylaws.

Section 7: Nominating: The Nominating Committee shall consist of at least three (3) persons, two of whom shall not be members of the Executive Committee. The Nominating Committee Members shall select a Chair from among their membership. The Nominating Committee Chair shall not be a candidate for reelection to the Executive Committee. The Committee shall report to the Biennial Convention written election procedures for the election of officers. The procedures shall include, as a minimum:

1. The written declaration from each eligible candidate who is a candidate for office obtained one week prior to the Biennial Convention;
2. A printed ballot listing the names of each eligible candidate and having a blank line for the name of a write-in candidate for each office;
3. All eligible candidates who provided the Nominating Committee with written declaration as provided for in Article XIII, Section 7, Number 1, will be nominated from the floor by a Ward 6 Democrat. The eligible candidate need not be present. However, such eligible candidates automatically waive their right to address the membership, including by proxy; and
4. Additional candidates for a given office can be nominated from the floor by a Ward 6 Democrat, if that individual is present to accept the nomination. These candidates will be treated in the same manner as a write-in candidate for voting

purposes and the candidate's name must be written by the voter in the blank space provided for write-in candidates for that particular office.

- Section 8:** **Advisory:** The President shall appoint, with approval of the Executive Committee, up to 50 members of the Ward 6 Democrats in good standing to serve as members of the Advisory Committee, which shall provide ideas, advice, and support to the Executive Committee in carrying out its responsibilities.
- Section 9:** **Ad Hoc Committees:** The Executive Committee shall have the power to create any and all ad hoc committees it sees fit, which shall continue operation until the Executive Committee terminates said committee or until the election of new officers at the Biennial Convention.
- Section 10:** **General Rules:** The Chairs of standing committees may operate the committee themselves or involve other members in good standing. A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the Executive Committee, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Executive Committee to be held next after it has been done. The members of committees may meet and adjourn as they think proper.

Article XV: Endorsement of Candidates and Referenda

- Section 1:** **Endorsement of Candidates in Primary Elections:** The Ward 6 Democrats shall not endorse any candidate in primary elections.
- Section 2:** **Endorsement of Candidates in General Election:** The Ward 6 Democrats may endorse the duly nominated candidate of the Democratic Party in a general election. Endorsement for a given position by the organization shall require a 60 percent majority of the votes cast for that office. A candidate for any particular office who obtains 60 percent or more of the votes cast for that office shall receive the endorsement of this organization for that office in the general election. If 60 percent or more of the ballots cast for that office vote for "no endorsement," no candidate shall receive the endorsement of this organization for less than 60 percent of the votes cast on the first ballot, additional ballots shall contain a line reading "for endorsement" and a line reading "no endorsement."
- Section 3:** **Endorsement of Referenda:** Endorsement for any public referendum position shall require a 60 percent majority of the votes cast for that office. A referendum position that obtains 60 percent or more of the votes cast for that position shall receive the endorsement of this organization for that referendum. If 60 percent or more of the ballots cast for that position vote for "no endorsement," no position shall receive the endorsement of this organization for less than 60 percent of the votes cast on the first ballot, additional ballots shall contain a line reading "for endorsement" and a line reading "no endorsement."

Article XVI: Use of Organizational Name

Section 1: No person shall use the name of this organization in any way that may indicate official sanction by the organization of any statement or action, which may in any way, indicate support by this organization of any candidate, without prior authorization by the majority present and voting at a Executive Committee meeting or regular meeting of the organization.

Article XVII: Parliamentary Authority

Section 1: The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings; parliamentary procedure and duties of officers, including other aspects of this organization if such rules are not in contravention to these bylaws and/or any special rules of order adopted by this organization, and/or where these bylaws and special rules of order are silent on the issue.

Article XVIII: Notice to Members

Section 1: **Notice:** Notice may be given to a member by mail, e-mail, in-person, on the website, social media, or print publication. In any case, notice shall be given in writing at least one week in advance and shall specify the place, day, and hour of the meeting. The Executive Committee shall make a best-faith effort to contact all registered Ward 6 Democrats in as many of the below listed forms of communication as possible.

Section 2: **Mailed:** Notice shall be deemed to have been given on the third day following that on which the notice was posted. In proving that notice was given, it is sufficient enough proof when (1) the notice was addressed to the member's address as it appears in the addresses of membership records of the Ward 6 Democrats; and (2) said notice was delivered to a United States Post Office.

Section 3: **E-mail:** Notice shall be deemed to have been given on the day following that on which the notice was emailed. In proving that notice was given, it is sufficient enough proof when the record copy of said notice contains the member's electronic address as it appears in the addresses of membership records of the Ward 6 Democrats.

Section 4: **In-Person:** Notice shall be deemed to have been given at the moment that a written document, which specifies the place, day, and hour of the meeting is passed from the hand of the person delivering such notice to the hand of the person receiving such notice. In proving that notice was given, it is sufficient enough proof when the record copy of the notice contains the initials of the person receiving such notice.

Section 5: **Website:** Notice shall be deemed to have been given after it is posted on the website of the Ward 6 Democrats for at least 48 hours.

Section 6: Social Media and Print Publication: Notice shall be deemed to have been given after it has been posted on social media for at least 48 hours.

Article XIX: Amendments

Section 1: These bylaws may be amended by a two-thirds vote of those members present and voting at any Regular Meeting or Biennial Convention; provided that written notice has been given to the members of record at least thirty (30) days in advance of the meeting.

Article XX: Ratification

Section 1: All provisions of these bylaws shall become effective following the meeting at which two-thirds of the members present and voting at the Biennial Convention of the Ward 6 Democrats, held in June 2019, shall have approved them.