

# WARD 5 DEMOCRATIC COMMITTEE CONSTITUTION AND BY-LAWS

*Reprinted 5/22/07*

## Preamble

We, the members of the Ward 5 Democratic Committee, in order to more effectively promulgate Ward unity and promote the principles of the Democratic Party, do hereby establish, ordain and proclaim these Articles as the Constitution and By-Laws for the government of the Ward 5 Democratic Committee, established in Washington, DC, on February 1975, revised October 1993, and revised May 2007.

## Article I – Name

This organization shall be known as the Ward 5 Democratic Committee (hereinafter referred to as “committee.”)

## Article II – Purpose

The purpose of this Committee shall be to unite all precincts; promote the principles of the Democratic Party; give consideration to and act upon any matter affecting the civic interests and welfare of the residents of Ward 5; to provide a strong vehicle through which democratic candidates may be advanced; and to participate in the execution of the activities of the District of Columbia Democratic State Party including activities towards the election of democrats at the local, state and national level.

## Article III – Membership

To become a member of the Ward 5 Democratic Committee, a person must be registered as a democrat in the District of Columbia and must maintain a personal residence in Ward 5. It is expected, and members are encouraged to contribute to the well-being of the organization including making monetary donations.

## Article IV – Management

Section 1 – There shall be an Executive Committee composed of the officers, chairpersons of standing, special and advisory committees and elected Ward 5 members of the DC Democratic State Committee.

Section 2 – The Executive Committee shall have vested authority to act for the Committee under its established policies and authority, whenever the regular meetings are not in session. Recommendations from the Executive Committee shall be presented to the general body for approval at the next general meeting.

Section 3 – Any action taken by the Executive Committee may be modified or rescinded by two thirds (2/3) vote of members present and voting at a general membership meeting.

Section 4 – No officer shall be eligible to hold office more than two consecutive two-year (2) terms, except to complete an unexpired term.

## Article V – Election

Section 1 – A Nominating Committee shall be appointed by the Chairperson at the April general meeting, which is two (2) months prior to the annual meeting that is held in the month of June of each odd numbered year.

Section 2 – The Nominating Committee shall make a report on the slate of officers in May of each odd numbered year, which is one month prior to the annual meeting.

Section 3 – The election of officers shall be by ballot prepared by the Nominating Committee.

Section 4 – Nominations may be made from the floor.

Section 5 – A majority vote of those present and voting shall elect.

Section 6 – Vacancies shall be filled by appointment by the Chairperson until the Nominating Committee can meet and propose nominees to fill vacancies.

## Article VI – Officers

Section 1 - The elected officers of the Ward 5 Democratic Committee shall be Chairperson, First Vice Chairperson, Second Vice Chairperson, Third Vice Chairperson, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer.

Section 2 - The appointed officers shall be Chaplain, Parliamentarian, Historian and Sergeant-At-Arms.

Section 3 – Officers may be removed for causes deemed prejudicial to the Committee upon a recommendation from the Executive Committee, and ratification by two thirds (2/3) vote of those members present and voting at a general meeting, provided that the officer shall have been presented with a written notice and given a reasonable opportunity to be heard.

## Article VII – Duties

Section 1 – The Chairperson shall be the chief executive officer of the Committee, and:

- a. Shall preside at all meetings of the Committee, general, special and Executive;
- b. Shall be responsible for implementation of all orders and resolutions of the Committee;
- c. Shall execute all contracts and agreements authorized by the Executive Committee and/or the general membership of the Committee;
- d. Shall appoint all committees;
- e. Shall be an ex-officio member of all committees, except the Nominating Committee;
- f. Shall exercise such other duties and powers inherent in the office of the Chairperson.

Section 2 – In the absence or disability of the Chairperson:

- a. The First Vice Chairperson shall perform the duties of the Chairperson, and or other duties as assigned.
- b. In the absence or disability of the Chairperson, and the First Vice Chairperson, the Second Vice Chairperson shall perform the duties of the Chairperson, and or other duties as assigned.
- c. In the absence or disability of the Chairperson, the First Vice Chairperson and the Second Vice Chairperson, the Third Vice Chairperson shall perform the duties of the Chairperson, and or other duties as assigned.
- d. Each Vice Chairperson shall be responsible for executing one of the following activities of the Ward 5 Democratic Committee – Fundraising, Community Resources and Development and Voter Education in collaboration with the membership of the designated and assigned committee of the Ward 5 Democrats.

Section 3 – It shall be the duty of the Recording Secretary to:

- a. Attend all meetings of the Committee;
- b. Record all proceedings and maintain a permanent record of the same;
- c. Maintain a record of attendance and prepare reports as required by the Chairperson for the general membership and/or the Democratic State Committee.

Section 4 – The Assistant Recording Secretary shall perform the duties of the Recording Secretary in the absence and/or disability of the Recording Secretary.

Section 5 – The Corresponding Secretary shall:

- a. Give proper notice of all meetings of the Committee;
- b. Send out correspondence when directed;
- c. Maintain a current membership list;
- d. And perform such duties as may come within the province of the office of Corresponding Secretary.

Section 6 - The Financial Secretary shall:

- a. Receive all bills, requests for payment and necessary associated documentation for approval prior to payment by the Treasurer via the Chair or the Executive Committee;
- b. Record all financial transactions of the Committee and ensure that funds raised through events and programs are accurately recorded prior to submission to the Treasurer.

Section 7 – The Treasurer shall be the finance officer and shall:

- a. Keep full and accurate accounts of receipts and disbursements in bound books, which must be open to audit;
- b. Deposit all monies and valuable effects in banking institutions approved by the Executive Committee, and shall maintain accounts in the name of the Committee;
- c. Shall substantiate disbursements by proper voucher (duplicate), receipted bills or authorization of the membership;

- d. Make all disbursements by check bearing two (2) signatures, the treasurer and the Chairperson;
- e. Make financial status reports at each monthly meeting of the general membership;
- f. Be bonded at the Committee's expense;
- g. Prepare and submit financial reports to Campaign Finance Office.

Section 8 – The Chaplain shall render all services of reverence for the Committee.

Section 9 – The Historian shall keep an on-going official record of facts and events, both pictorial and narrative, pertaining to the activities of the Committee.

Section 10 – The Parliamentarian shall advise the Chairperson on parliamentary order on all occasions, as requested.

Section 11 – The Sergeant-At-Arms shall maintain order in the meetings.

Section 12 – Any officer, appointed committee chairperson who is absent from three (3) consecutive meetings, and has not produced evidence of being ill, activity engaged in duties of the office or committees, or absence from the city, shall cause such absence and inaction to be considered as a resignation, and the Committee Chairperson shall declare the post vacant.

#### Article VIII – Meetings

The Ward 5 Democratic Committee shall meet monthly at times and places to be designated by the executive committee. All such meeting places are to be at locations readily accessible to the general public. The registered Democratic voters of Ward 5 that attend a meeting through a simple majority vote may elect to cancel a regular meeting of the organization at any preceding meeting.

There shall be an biennial Meeting of the Ward 5 Committee, which shall be held in the odd number year in the month of June to elect officers as provided in these by-laws and for such other purposes as determined by the general membership.

A 7 days public notice of meetings is required. Notice of meetings shall be posted in the public libraries, distributed through handouts, mail, etc., copies shall be available in the offices of the Ward 5 Council office and other public facilities, distributed through electronic mail, and posted on Ward 5 based listservs on the Internet.

The Executive Committee shall meet on each Thursday prior to the regular monthly meeting of the general membership.

#### Article IX – Quorum

Section 1 – A quorum for General Membership Meetings shall be ten (10) members.

Section 2 – A quorum for the Executive Committee shall consist of one third (1/3) of the committee's membership.

#### Article X – Committees

Section 1 – The standing committees shall be: Budget and Finance, Issues, Community Resources and Development, Constitution and By-Laws, Membership, Political Action, Publicity, and Ways and Means.

Section 2 – Special Committees may be appointed by the Chairperson to carry out special assignments.

Section 3 – Advisory committees may be established by the Chairperson as advisors on issues of interest to the Committee.

#### Article XI – Duties of Committees

Section 1 – The Budget and Finance Committee shall:

- a. Develop an operating budget for the fiscal year (beginning October 1) subject to the approval of the membership;
- b. Monitor the budget and all assets and liabilities of the Committee;
- c. Present monthly status reports at general membership meetings.

Section 2 – The Community Resources and Development (Program and Issues) Committee shall:

- a. Maintain a list of all available resources of the ward and citywide;
- b. Keep the membership informed of all opportunities for individual or community development through varied resources;
- c. Develop means of communication with government, organizations, and institutions concerned with resources and/or development that affect community needs/concerns;
- d. Focus attention on issues affecting the citizenry;
- e. Develop programs of interest for presentation through forums, guest speakers and appearances before the membership at the Committee meetings;
- f. Keeps abreast of public hearings, and initiates necessary action to inform the Committee.

Section 3 – The Constitution and Bylaws Committee shall:

- a. Monitor the proceedings of the meetings of the Committee;
- b. Receive proposals for changes to the Bylaws, deliberate on such proposals; and under the direction of the Chair or the Executive Committee, shall prepare reports of proposed changes for consideration and vote by the general body at subsequent meetings of the Committee.

Section 4 – The Political Action Committee shall:

- a. Promote awareness of the Democratic Party including organizing precinct contacts to inform voters of political action;
- b. Plan activities during campaigns;

c. And seek out candidates for political office.

Section 5 – The Publicity Committee shall prepare and disseminate information to the general membership and to the general public pertaining to Committee activities, local and citywide.

Section 6 – The Ways and Means (Fundraising) Committee shall suggest, develop plans, and implement actions to raise funds to support the activities of the Committee.

#### Article XII – Amendment and Suspension

Section 1 – The Constitution and By-Laws of the Committee may be amended at a general meeting or a special meeting called for that purpose, by two thirds (2/3) vote of those present and voting, provided, previous notice have been given.

Section 2 – The Constitution and By-Laws shall publish and have distributed to the membership, all proposed amendments at least fifteen (15) days prior to meeting for action.

Section 3 – Rules of the Constitution and By-Laws may be suspended at a general meeting by two thirds (2/3) vote of those present and voting.

#### Article XIII – Parliamentary Authority

Robert's Rules of Order, revised, shall be the governing authority in all matters of procedure not otherwise set forth in this Constitution and By-Laws. The provisions of the Constitution and By-Laws are effective immediately.

#### Article XIV – Affirmative Action

The Ward 5 Democratic Committee wholeheartedly endorses Affirmative Action and its officers shall reflect a broad cross-section and the diversity of Democratic Party members in Ward 5.

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