

# **THE DEMOCRATIC WOMEN'S CLUB OF FLAGLER COUNTY BYLAWS**

## **ARTICLE I**

The name of this club shall be The Democratic Women's Club of FLAGLER County of the DEMOCRATIC WOMEN'S CLUB OF FLORIDA, INCORPORATED.

## **ARTICLE II OBJECT**

SECTION 1. The Object of this club shall be:

- a. To bring together in common purpose all Democratic women of County;
- b. To organize the registered Democratic Women voters of FLAGLER County;
- c. To encourage the active participation of women voters in politics.
- d. To stimulate an active interest in governmental affairs among the Democrats of Florida and to provide a forum for the discussion of public matters.
- e. To promote Democratic Party values.
- f. To seek increased Democratic voter registration and participation; and
- g. To urge that every Democrat vote and vote DEMOCRATIC.

## **ARTICLE III STATE AFFILIATION**

This club shall be a member club of the DEMOCRATIC WOMEN'S CLUB OF FLORIDA, INCORPORATED. Bylaws of this club shall comply with the State Club Bylaws. Any amendments of these Bylaws which are in conflict with the State Bylaws shall be null and void. These Bylaws shall automatically adjust to amendments of the State Club.

SECTION 1. General and Primary Elections

This club shall support all Democratic nominees to the County, State and National elections. This club shall not as an organization endorse a candidate or candidates in Primary Elections; so doing would constitute a forfeiture of membership in the State Club. As individuals, club members may support Democratic candidates of their choice in Primary Elections.

SECTION 2. State Dues

This club shall pay per capita dues on active members of seven dollars (\$7.00) to the State Treasurer by June 30th.

SECTION 3. Convention

This club shall send delegates and alternates to the Annual State Convention, which is held in the fourth quarter of the calendar year. Delegates and alternates shall be elected by the club membership at least twenty (20) days prior to the convention. The membership year for delegate purposes shall be January 1 through December 31. Delegates and alternates shall be elected on the basis of one delegate and one alternate for every five (5) members, but not for fewer. Associate members shall not be counted in the total membership used as a basis for election. Club President is automatically a voting member of the Board of Directors of the State Club and for the Convention by virtue of her office as President.

SECTION 4. Regional Council

This club shall be a member of the Council in the Region where the club is located. Region dues shall \$2 per capita. The officers of the Council shall be the regional Chair, Regional Vice Chair,

Regional Secretary-Treasurer, or the Regional Secretary and Regional Treasurer. The Club President, Club First Vice President, and one elected member from each club in the Council shall be the voting members. Meetings of the Council shall be held no less than two times a year. Additional meetings may be held by the Council, and may be called by the Chair, or at the written request of five Council Members. Twenty percent (20%) of the members shall constitute a quorum.

This club shall report to its Regional Chair quarterly, completing the official form. The Delegates of each Region in Caucus at the State Convention held in the odd numbered calendar years shall nominate and elect a Regional Chair and Regional Vice Chair.

## **ARTICLE IV MEMBERSHIP AND DUES**

### **SECTION 1. Membership Classes**

- a. **ACTIVE** - Membership shall be those members whose dues are current. Proof of Democratic registration shall be presented; membership in this club shall be available without regard to race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, physical disability, sexual orientation or gender identity and expression. All members shall comply with the provisions of the Club and State Bylaws. Active members shall hold active membership in only one local women's club. Active membership dues shall be due by JUNE 1, each year @ (\$25.00) per year, effective March 1, 2018.
- b. **ASSOCIATE MEMBERSHIP** Associate membership shall be those who (1) have designated another women's club as their parent club, and (2) have satisfied proof of Democratic registration. Associate members shall be accorded all rights and privileges except the holding of elective office and voting. Associate members may not be counted with the membership used as a basis for computation of delegates to the State convention. Associated membership dues shall be 25 dollars (\$25.00) per year.
- c. **LIFE MEMBERSHIP** -- Life Membership may be bestowed upon any member of the DWCF, Inc. in good standing, who by virtue of statewide leadership and capability has proven dedication to the principles and aims of the DWCF, Inc. They shall have voting rights and can be counted with the membership used as a basis for computation of delegates to the State Convention. Life members can be bestowed at the County and State levels of DWCF, Inc. The local clubs are responsible for paying State and Regional dues for Life Members.
- d. **HONORARY MEMBERSHIP** -- Honorary membership may be bestowed upon any club woman in good standing for distinguished or extraordinary service to the community, state, or national or any unusual or meritorious service or attainment. Recommendation for Honorary membership shall be submitted to the Club President for presentation to the Board of Directors, which shall review and make appropriate recommendation to the general membership. A two-thirds (2/3) vote shall be required. Honorary members shall not pay dues.
- e. **STUDENT MEMBERSHIP** -- shall be a student member who is a registered voter (i.e., 18 years of age) and shall be attending an accredited college, university or high school, with a valid student I.D. Student members shall hold membership in only one club and may be accepted from areas with no local clubs. Student members will pay state dues of \$4 and Region dues of \$1. Each local Club shall determine how much,

if any, local dues a Student member shall pay. Student members may be counted with the membership used as a basis for computation of delegates to the State Convention.

- f. Members who have not submitted payment of their annual dues to their local club by June 1st shall be dropped from the club's membership roster. Calendar year dues shall be considered current if paid by member in the last quarter of the previous year. Under no circumstances shall a club be permitted to include non-paid members with the membership list used as a basis for computation of delegates to the State Convention.

## SECTION 2. Code of Ethics

- a. It is the duty of every club member to protect the club against fraud, misrepresentation or any unethical practice.
- b. The spirit of fair dealing, cooperation, and courtesy shall govern relations between members of the club. Upon becoming a member, an individual assumes an obligation to conduct herself/himself in accordance with these ideals.
- c. Any member violating this CODE OF ETHICS shall be reported to the Club President and by a two-thirds (2/3) vote of the Club Board of Directors, the member shall be subject to reprimand or removal from membership.
- d. No unscheduled meetings may be held without due and timely notice to all members via mail, telephone or electronic means such as e-mail or fax. This does not preclude emergency meetings, which can be held provided that all reasonable attempt to reach members have been taken. This also includes all board meetings.
- e. Any local DWC club member or officer may speak or write for public distribution on any topic, using only his or her own name. DWC members or officers wishing to use the name of their local club, in addition to their own name must have the approval of the members of the Board of Directors of their club prior to issuing their statement. "Approval" shall be by majority vote of the members of the Board of Directors of their club. Approval may be by poll of the Board by telephone or e-mail.
- f. The DWCF logo may be used by local Club leaders for the interest and business of DWCF, Inc. Logos cannot be used for the purposes of profit.
- g. Members may join any chartered Club and are not bound to join the "local" Club.
- h. Members who move to another area/Club more than three (3) months prior to the annual state Convention, shall be included in their new Club's membership tally in determining delegate representation.
- i. Club Membership lists are to be protected for privacy. The Club shall determine a process to allow - or not - the distribution of their membership list. If the Club chooses to allow distribution, requests are to be only for Club business/promotion (e.g., no outside solicitation)

**ARTICLE V  
OFFICERS AND THEIR ELECTION**

**SECTION 1. Elected Officers**

The elected officers of the club shall be President, First Vice President, Second Vice President, Recording Secretary and Treasurer. Elected officers shall be elected by ballot every other year in odd numbers years in the month of November; following the Convention, however, if there is but one nominee for any office, the vote shall be taken by voice. Officers shall assume their official duties in January and shall serve for a term of two years and until the election and qualification of their successors. A person shall not be eligible to serve more than two consecutive terms in the same office.

**SECTION 2. Nominating Committee**

There shall be a nominating committee composed of three members, one of who shall be selected by the Board of Directors who shall be the chair, and two of who shall be elected by the club at a regular meeting at least one month prior to election.

The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the November meeting at which time additional nominations may be made from the floor.

**SECTION 3. Vacancies**

In the event that the office of President becomes vacant, the Vice Presidents, in their order shall fill the vacancy. All other vacancies shall be filled by the Board of Directors, by majority vote.

**SECTION 4. Appointed Officers**

The appointed officers shall be Corresponding Secretary, Parliamentarian, Legislative Liaison and Regional Representative and shall be appointed by the President.

**ARTICLE VI  
DUTIES OF OFFICERS**

**SECTION 1. President**

The President shall preside at all meetings of the club and the Board of Directors. The President shall appoint the appointed officers, the chairs of all standing and special committees, and make such other appointments as are necessary. All appointments shall be subject to the approval of the Board of Directors. The President shall sign all checks and contracts of the club; shall report to the Regional Council Chair quarterly, completing the official form and shall perform such other duties as may be prescribed in these bylaws or assigned to her by the club or by the Board of Directors; and shall coordinate the work of the officers and committees of the club in order that the OBJECTS may be promoted.

**SECTION 2. First Vice President**

The First Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that officer to act. Should a vacancy occur in the office of President, the First Vice President shall fill the vacancy. The First Vice President shall be the Chair of the Program Committee. She/he shall perform any other duties assigned by the President, Board of Directors or general membership.

### SECTION 3. Second Vice President

The Second Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that Officer to act and the absence or disability of the First Vice President to act. Should a vacancy occur in the office of the President and the First Vice President is unable to fill the vacancy, the Second Vice President shall fill the vacancy. The Second Vice President shall be Chair of the Membership Committee. She/he shall perform any other duties assigned by the President, Board of Directors or general membership.

### SECTION 4. Recording Secretary

The Recording Secretary shall record the minutes of all meetings of the club and the Board of Directors and send the President a copy within ten (10) day after all meetings. A tape recorder may be used by the Secretary, if desired. She/he shall keep records of all standing rules and amendments to the bylaws adopted by the club. She/he shall perform such other duties as may be delegated to her.

### SECTION 5. Corresponding Secretary

The Corresponding Secretary shall assist the President in all correspondence pertaining to the Club; and keep accurate files of all correspondence and serve as editor of the newsletter.

### SECTION 6. Treasurer

The Treasurer shall have custody of all the funds of the club; she/he shall deposit all monies into a checking or savings account in the bank as the club may direct. The Treasurer shall be bonded up to five thousand dollars (\$5,000), the premium to be paid by the Club. She/he shall be the sole custodian of all funds and shall disburse them only by authorization of the Club or Board of Directors, with the exception of amounts up to one hundred dollars (\$100). The signature of the President and Treasurer shall be required on all checks and withdrawals. She/he shall keep an itemized account of all receipts and disbursements and report at each meeting of the club and Board of Directors; after which they shall be filed for audit. A copy of this report shall be given to the Recording Secretary for the minutes and to the President. She/he shall keep a current list of all paid members and see that the State dues are paid by June 30th of each year. A current list of all paid members shall be given to the Recording Secretary for her records, the Membership Chair, and to the President. The Treasurer shall send four copies of the membership list to the State Treasurer by June 30th of each year. The Treasurer's account shall be examined annually by a Financial Review Committee of not less than three members, who are satisfied that the treasurer's annual report is correct, and shall sign a statement of that fact at the end of the report. The financial review committee shall be appointed by the Board of Directors at least two weeks before the annual meeting. A copy of the annual report shall be given to the Recording Secretary for her files and to the President.

### SECTION 7. Regional Council Representative

The Regional Council Representative shall attend all region meetings and make reports to the club.

### SECTION 8. Legislative Liaison

The Legislative Liaison shall attend participate in State legislative calls/meetings and make reports to the club.

### SECTION 9. Parliamentarian

The Parliamentarian shall serve at the pleasure of the President on Parliamentary procedures. She/he shall also give advice to other officers, committees and members of the club upon request.

**SECTION 10. Immediate Past President**

The immediate Past President shall serve as an advisor to the President and to the Board of Directors. She/he shall serve as Chair of the Grievance Committee.

**SECTION 11. All officers shall:**

Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and the State bylaws and those assigned from time to time; and

Deliver to the successor all official material not later than ten (10) days following the election of their successor.

**ARTICLE VII  
MEETINGS**

**SECTION 1. Regular meetings**

Regular meetings of the club shall be held the SECOND SATURDAY of each month at a designated location, unless otherwise provided by the club or by the Board of Directors. Ten (10) days notice shall be given.

**SECTION 2. Special meetings**

Special meetings may be called by the Board of Directors, ten (10) days notice having been given.

**SECTION 3. Annual meeting**

The annual meeting shall be held in December.

**SECTION 4. Quorum**

Twenty percent (20%) of the members shall constitute a quorum.

**SECTION 5.**

Roberts Rules of Order, Newly Revised, shall govern the Democratic Women's Club of County in all cases to which they are applicable and in which they are not in conflict with these Bylaws.

**ARTICLE VIII BOARD OF  
DIRECTORS**

**SECTION 1. Board of Directors**

The Board of Directors shall consist of the elected and appointed officers, chairs of standing and special committees, and the immediate past president. The members of the Board of Directors shall serve until the election and qualification of the successors.

SECTION 2. The duties of the Board of Directors shall be:

- a) to transact necessary business in the intervals between club meeting and such other business as may be referred to it by the club;
- b) to approve the plans of work of the standing special committees;
- c) to appoint a Financial Review Committee at least two weeks before the annual meeting to audit the Treasurer's books;
- d) to prepare and submit to the club for approval a budget for the fiscal year;
- e) to approve routine bills within the limits of the budget;
- f) to authorize expenditures by the Board of Directors which shall not exceed one hundred dollars (\$100), any excess shall be voted on by the club;
- g) to present a report at the regular meeting of the club; and
- h) select one member of the nominating committee who shall be chair.

SECTION 3. Regular meetings of the Board of Directors

Regular meetings of the Board of Directors shall be held monthly, at the call of the President, or by requests of any five (5) members of the Board. Special meetings of the Board of Directors may be called by the President or by a majority of the members of the Board.

SECTION 4. Quorum

A majority of the Board of Directors shall constitute a quorum to transact business of the Board.

**ARTICLE IX  
STANDING AND SPECIAL COMMITTEES**

SECTION 1. Committees

There shall be the following Standing Committees appointed by the President: Program; Finance; Membership; Legislative Liaison; Political Action; Publicity; Hospitality; Telephone; and Ways and Means. Special committees appointed by the President shall be Financial Review, Budget, Campaign and Yearbook. Descriptions/responsibilities for these Standing Committees can be found in the 2015 DWCF Handbook.

SECTION 2. Grievance Committee

The Grievance Committee shall be composed of the three immediate past Presidents of the Club. The last immediate past President shall serve as Chair. The course of action recommended by the committee shall be reported to the Board of Directors for disposal with a two-thirds (2/3) vote for approval. The decision of the Board shall be final.

SECTION 3.

The President shall appoint such other Special Committees as deemed necessary to carry out the work of the club.

SECTION 4.

The Chair of each standing and special committee shall present a plan of work to the Board of Directors for approval.

SECTION 5.

The President shall be a member ex officio of all committees except the nominating committee.

**ARTICLE X  
AMENDMENTS**

SECTION 1.

The Bylaws may be amended or revised by a two-thirds (2/3) vote of the members attending a meeting.

Bylaws approved

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
DWCF Bylaws Committee Chair

\_\_\_\_\_  
Date