

Douglas County Democratic Women

Bylaws

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1.0. Organization.

1.1. Name.

The name of this organization shall be the Douglas County Democratic Women herein after referred to as the DCDW.

1.2. Legal Status.

This DCDW shall be a Political Action Committee (PAC) under NRS294A.0055.

1.3. Dissolution.

Upon the dissolution or liquidation of DCDW, any funds or other assets remaining shall be transferred to a political not-for-profit whose objectives are consistent with the operation and objectives of DCDW.

2.0. Mission Statement.

DCDW's goal is: To promote security, equality, justice and opportunity for all. To be an effective action forum supporting those candidates and issues the DCDW have voted to endorse. To provide "grass roots" input into the political process by identifying and promoting local, regional, state and national political issues and positions that have been endorsed by the DCDW membership.

2.1 Objectives of the DCDW

2.1.1. To Provide Political Leadership and Support.

The DCDW shall provide a forum that encourages individuals to participate in political activities. DCDW intends to:

- 1. Recruit progressive leaders, candidates, voters, members and supporters.**
- 2. Support and assist leaders, candidates and issues when they have been endorsed by the DCDW membership.**
- 3. Research, publicize, educate and lobby for DCDW-endorsed candidates and issues, especially those which directly impact Douglas County, Nevada.**
- 4. Form effective coalitions with other progressive groups and organizations as approved by the Executive Committee of DCDW.**

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2.1.2. To Preserve and Protect Individual Rights as guaranteed by the Constitution.

The DCDW is resolved to preserve and protect the rights, liberties, and dignity of all Americans. Andrew Jackson's credo: "Opportunity for All, Special Privilege for None" embodies the core value of the DCDW.

2.1.3. To Promote Honesty in Government.

The DCDW will promote open, honest and effective government at all levels, by promoting fair and verifiable elections, and the people's right to know how their government is functioning.

2.2. DCDW Policy on Endorsement.

2.2.1. Endorsement of Democratic Candidates.

The DCDW may endorse general election Democratic candidates providing a 2/3 majority vote for the endorsement is received from the voting members at a Regular Business, Special, or Called meeting, either by mail ballot, email, US mail or telephone. Primary election Democratic candidates may not be endorsed by DCDW unless they are running unopposed and the filing window for the election is closed.

2.2.2 Endorsement of Non-Democratic Candidates.

The DCDW may only endorse non-Democratic candidates, as provided in Article 2.2.1, when there is no Democratic Party candidate in the running or when the election is for a non-partisan seat.

2.2.3. Endorsement of Issues.

The DCDW may endorse recall, initiative, and referendum petitions or recall candidates with a two-thirds (2/3) majority vote for endorsement from the voting members at a Regular Business, Special, or Called meeting, or either by mail ballot, email, US mail or telephone.

3.0. DCDW Membership

3.1. Membership Eligibility and Dues.

Membership is open to any individual willing to support the objectives and policies of DCDW. Annual dues shall be remitted by all who elect to be DCDW voting members by May 31 of each year. *(Amended February 12, 2009)*

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3.1.1. Voting and Non-Voting Members.

1. A DCDW voting member is a member in good standing who has paid DCDW annual dues or any member whose dues have been waived by a decision of the majority of the Executive Committee.

(Amended February 12, 2009)

2. Honorary members are non-voting members. *(Amended February 12, 2009)*

3.2. DCDW Member Addresses.

3.2.1. U.S. Mail Addresses.

Members are required to keep the DCDW advised of their current mailing address. If correspondence mailed to a member is returned by the U.S. Post Office, no mail, including meeting notices, will be sent to that member until their address is corrected or the problem resolved.

3.2.2. E-mail Addresses Encouraged.

Members are encouraged to have DCDW correspondence sent to them via the Internet to their e-mail address rather than to a U.S. mail address. If e-mail is returned or otherwise rejected, DCDW is not obligated to re-send or mail the correspondence to assure receipt/delivery.

3.3. DCDW Meeting Sign-in Requirements.

Records shall be kept of member attendance at all meetings.

(Amended February 12, 2009)

4.0. Financial Considerations.

4.1. Fiscal and Calendar Year.

The fiscal and operational year of DCDW shall be May 1 through April 30. *(Amended March 16, 2009)*

4.2. Bank Accounts.

1. DCDW General Fund - the DCDW must establish a General Fund checking account with a bank located in the Minden/Gardnerville area of Douglas County.

2. Ancillary Accounts - From time to time it may be desirable to establish additional DCDW checking or savings accounts for specific DCDW purposes. These ancillary accounts may only be established with the approval of the Executive Committee.

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4.3. Authorized Signatures on Checks and Other Withdrawals.

Withdrawals by check or withdrawal slips from any DCDW Bank Account must be signed by two (2) of the following elected officers: The President, Vice President, Treasurer or Secretary. (One of which must always be the President or Vice President.)

5.0. Elected Officers of the DCDW and Standing Committee Chairpersons

5.1. Number of Elected DCDW Officers

The four (4) elected officers of the DCDW shall be a President, Vice-President, Recording Secretary, Treasurer. Elected Officers of the DCDW shall be elected by a majority of the voting members of the DCDW in attendance at a regular business meeting in January of each year.

An elected officer of the Douglas County Democratic Women may not hold an elected officer position for the Douglas County Democratic Central Committee concurrently.

The Officers and the Chairperson of each Standing Committee shall be voting members of the DCDW Executive Committee.

5.2. Appointed Standing Committees and Ad Hoc Committees.

1. Appointed Standing Committees.

The six (6) standing committees of DCDW shall be Fund-raising/Events, Issues/Legislation & Platform, Membership, Program, Publicity/Public Relations, and Scholarship.

The standing Committee Chairpersons shall be appointed by the Executive Committee.

All Committees shall submit a report to the membership at a regular business, special or called meeting as necessary.

2. Ad Hoc Committees.

The four (4) ad hoc committees of DCDW shall be Bylaws/Policies & Procedures, Elections/Endorsement, Nominating Committee, and Web Master.

The Chairpersons of these committees shall be appointed by the President and approved by the Executive Committee.

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These ad hoc committees are not part of the Executive Committee and hold no voting authority at this level, with the exception of the Ad Hoc Nominating Committee. (See section Ad Hoc Nominating Committee.)

5.3. Term of Office for DCDW Elected Officers and Chairpersons.

The term of office for elected Officers/Chairpersons of the DCDW shall be for one (1) year or until the next scheduled election for Officers/Chairpersons, whichever comes sooner. Each newly elected officer/chairperson shall assume office immediately upon the announcement of the election results.

5.4 Elections for DCDW Officers.

5.4.1. The Ad Hoc Nominating Committee.

1. An Ad Hoc Nominating Committee shall be comprised of a Chairperson and three (3) voting members of the DCDW. The Chairperson shall be appointed by the DCDW President. Other members shall be appointed by the Ad Hoc Committee chair. The Chairperson shall submit a list of proposed members to the Executive Committee for approval.
2. A vacancy on the Nominating Committee may be filled by the Executive Committee.
3. A DCDW member making a nomination is responsible for obtaining the consent of the nominee.
4. At least sixty-days (60) prior to the election the President shall appoint an Ad Hoc Nominating Committee Chairperson. The Chairperson shall appoint two (2) other committee members from the voting membership. *(Amended March 16, 2009)*
5. The Nominating Committee shall immediately send a Call for Nominations shall to the membership and follow up on all responses. *(Amended March 16, 2009)*
6. The Chairperson shall submit a list of proposed members to the Executive Committee for approval at least twenty-days (20) prior to the election. *(Amended March 16, 2009)*

5.4.2. Schedule for DCDW Officer Elections.

Elections for DCDW Officers shall be held in **April** of each year or, when no meeting is held in **April**, at the first DCDW membership meeting held thereafter. *(Amended March 16, 2009)*

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5.4.3. Conduct of DCDW Officer Elections.

Elections for DCDW Officers shall be by membership ballot except when there is only one nominee for an office, at which time the vote for that office may be by voice.

A majority vote is necessary to elect.

When there are more than two candidates for one office and no one receives a majority on the first ballot, the two candidates receiving the most votes shall remain on the second ballot and all others shall be dropped.

Nominations from the floor will be accepted provided the member making the nomination has received the consent of the nominee.

5.4.4. Vacancies in DCDW Elected Officer Positions.

A vacancy in a DCDW elected officer position shall be filled by appointment of the President with approval of the Executive Committee, and then ratified by the membership at the next regular business, special meeting, or called meeting of the DCDW.

5.5. Removal for Cause.

Any elected officer of DCDW can be removed for cause by a two-thirds (2/3) vote of the entire Executive Committee, providing the member has been given 10 days written notice that such action is being considered and after the member has been given the opportunity to be heard by the Executive Committee.

Any Standing Committee Chairperson can be removed for cause by a two-thirds (2/3) vote of the Executive Committee, providing that the member has been given 10 days written notice that such action is being considered and after the member has been given the opportunity to be heard by the Executive Committee (Please refer to the "Disciplinary Procedures" section of Robert's Rules of Order).

5.6. Removal without Cause.

Any elected officer and any member of the Executive Committee can be removed without cause by a two-thirds (2/3) vote of the membership at a regular or special meeting where a quorum of eligible voting members are present,

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providing the Executive Committee member has been given 30 days written notice that such action is being considered and after the member has been given the opportunity to be heard by the general membership.

5.7. Duties of Elected Officers of the DCDW.

5.7.1. Duties of the President of the DCDW.

1. Preside at all meetings of the DCDW and the Executive Committee.
2. Appoint a Parliamentarian with the approval of the Executive Committee.
3. Appoint special committees as necessary, with the approval of the Executive Committee.
4. Be an ex-officio member of all committees except the Nominating Committee.
5. Have general supervision of all DCDW activities.
6. Perform other duties as may be required.
7. Serve as Program Chairperson. (*Revised March 2009*)

5.7.2. Duties of the Vice President of the DCDW.

1. Preside at meetings of the DCDW and the Executive Committee in absence of, or at the request of, the President.
2. Perform the duties of the President if he or she is unable to serve, or in the event that a vacancy in the President's office should occur.
3. Be an ex-officio member of all committees except the Nominating Committee.
4. Perform other duties as may be required.
5. Serve as Program Chairperson. (*Amended March 16, 2009*)

5.7.3. Duties of the Secretary of the DCDW.

1. Keep an accurate record of all meetings of the DCDW and Executive Committee.
2. Issue the call to Executive Committee, and any regular, special or called meetings as required.

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3. Send the agenda and approved minutes to the DCDW membership.
4. Perform other duties as may be required.

5.7.4. Duties of the Treasurer of the DCDW.

1. Receive the funds of the DCDW and promptly deposit them in the bank as authorized by the Executive Committee. Issue receipts as required for all money received.
2. Make disbursements only as authorized by the Executive Committee or the DCDW President or, if so designated by the DCDW President, the DCDW Vice President.
3. Insure that all checks issued have two authorized signatures. Authorized check signers are the President, Vice President, Treasurer, or Secretary
4. Keep an accurate record of all funds.
5. Prepare and present an itemized statement of receipts and disbursements at each meeting of the Executive Committee and the DCDW.
6. Submit books and financial statements for audit or approval by the general membership at the end of each fiscal year.
7. See that such financial reports and tax returns as may be required are prepared and filed.
8. Perform other duties as may be required.

6.0. Duties of Appointed Chairpersons

6.1. Duties of the Chairperson of the Fund-raising/Events Committee.

1. Create a Fund-raising plan at all contributor levels, which may include a direct mail campaign, special programs and events, etc.
2. Prepare a Fund-raising/Events budget.
3. Develop and implement Fund-raising/Events with the Program Committee.
4. Perform other Fund-raising/Events duties as may be required.

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6.2. Duties of the Chairperson of the Issues/Legislation/Platform Committee.

1. Shall develop the policy viewpoints of the DCDW by seeking input from DCDW members and assessing the vital issues of the day in light of the Democratic Party principles and the purposes of the DCDW Mission Statement and Objectives. Recommendations for the DCDW platform shall be made to the DCDW membership for approval by a two-thirds (2/3) vote of DCDW voting members at attendance at a regular, special, or called meeting.
2. Shall promote and provide education and information about current legislation of interest to DCDW membership and women in general, so that members may act on legislation and issues to serve and promote the goals of DCDW. The Chairperson will furnish sample letters and post cards to be sent in support of or in opposition to bills and will supply names, addresses and telephone numbers of legislators to contact.
3. Shall at all times respect the variety of opinions among DCDW members. This committee will not support candidates or engage in any partisan politics, nor lobby on behalf of DCDW unless there is a two-thirds (2/3) majority vote in support of or opposition to particular legislation.
4. Shall recommend organizations that would assist DCDW in forming coalitions to more effectively educate the public about issues.

6.3. Duties of the Chairperson of the Membership Committee.

1. Keep attendance records.
2. Recruit new members for DCDW.
3. Undertake activities to encourage and insure member retention.
4. Conduct a formal survey of members annually to gauge member satisfaction and to solicit suggestions for improvement. Survey results are to be condensed for review by the Executive Committee and DCDW membership.
5. Maintain a current membership roster and membership data. Provide updated copies to the Executive Committee as requested.
6. Keep membership information confidential unless a member indicates that their membership information may be shared outside the organization.

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7. Perform other membership duties as may be required.
- 6.4. Duties of the Chairperson of the Program Committee.
 1. Be responsible for programs to inform and engage the membership and the general public.
 2. Present a program/calendar of events plan for review and approval of the Executive Committee.
 3. Be responsible for developing, coordinating, and scheduling all meetings and events including childcare, setup, refreshments, and clean up at the meeting site.
 4. Be responsible for the hospitality of any invited speakers or guests. This may include arranging for meals, accommodations and travel, giving directions, and serving as hostess to the invitee at the meeting or event.
 5. Perform other program duties as may be required.
- 6.5. Duties of the Chairperson Publicity/Public Relations Committee.
 1. Develop a public relations and image-enhancing plan with a communication strategy which includes letters-to-the-editor and opinion-editorial articles.
 2. Aggressively work to establish a positive relationship with media personnel.
 3. Prepare press calendar and otherwise generate and coordinate press and media events.
 4. Prepare news releases and may be responsible for flyers, brochures and the DCDW newsletter.
 5. Coordinate press efforts to support the DCDW program and events plan.
 6. Assemble and design press kits.
 7. Perform other press/public relations duties as may be required.
- 6.6. Duties of the Chairperson of the Scholarship Committee.
 1. Shall be responsible for obtaining scholarship applications from Douglas High School and Whittell High School.
 2. Shall work closely with school Counselors located on the campuses of Douglas High School and Whittell High School to determine qualifications of students to be considered for DCDW's scholarship.

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3. Shall adhere to the following criteria used to determine eligibility of selected students for consideration and will make necessary changes to the criteria only with the approval of the Executive Committee.

Financial Need

Community Service

Extra-curricular activities

Contents of Essay on importance of community service

Career Goal (preference to Community Service in some way)

Scholastic Achievement

(Amended March 16, 2009)

4. Shall seek to select at least two students and no more than four students (at least one from Douglas High School and one from Whittell High School) from the qualified candidate applications that are received. If eligible students cannot be determined, the money designated for scholarships will remain so designated and be carried forward to be used to fund the DCDW scholarship/books program in the next year. The amount of the Scholarships shall be no less than \$500.00 each.
5. Present the names of the selected students to the Executive Committee.
Amended March 16, 2009)
6. Develop the program for presentation of the Scholarships.
7. Perform other Scholarship Committee duties as may be required.

7.0. DCDW Regular Business Meetings.

7.1. Location

Regular Business, Special or Called meeting of the DCDW shall normally be held within the County of Douglas, State of Nevada.

7.2. Regular Business Meetings.

Regular Business meetings of the DCDW will be held quarterly. At least (15) days prior to such meeting, a notice and agenda will be sent to members in good standing by email or US mail.

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7.3. Special Meetings (or Called Meetings).

A special meeting, (or called meeting) is a separate session of the DCDW held at a time different from that of any regular business meeting, and convened only to consider one or more items of business specified in the call of the meeting. Notice of the time, place, and exact purpose of the meeting must be mailed, emailed, or telephone to all members in good standing at least (5) days in advance.

7.4. DCDW Program Meetings.

Program meetings of the DCDW will be open to the public. A non-member is not entitled to be heard as a matter of right. A non-member may speak to an issue after all members have been heard or with the consent of the assembly.
(Amended March 16, 2009)

7.5. Minutes.

Minutes shall be kept of every regular business, special or called meeting of the DCDW.

7.6. Quorum Requirements.

No business shall be transacted in the name of the DCDW unless a quorum is present. A quorum of the DCDW shall consist of twenty percent (20%) of the membership of record at the time of the vote. *(Amended February 12, 2009)*

There shall be no proxy voting. (As per Robert's Rules of Order)

8.0. Executive Committee

8.1. DCDW Executive Committee Members.

8.1.1. Voting Members of the Executive Committee.

- 1. The Elected Officers of the DCDW.**
- 2. The Chairpersons of the Standing Committees on Fund-raising/Events, Issues/Legislation & Platform, Membership, Programs, Publicity/Public Relations, and Scholarship/Education, if they are not otherwise voting members of the Executive Committee.**

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8.1.2. Non-voting Members of the Executive Committee.

The Parliamentarian shall serve as a member of the Executive Committee without voting privileges, unless the Parliamentarian has been elected to a voting position.

8.1.3. Presiding Officer's Vote at Membership and EC Meetings.

The presiding officer or chair shall not vote upon a motion except to break a tie in the affirmative to cause the motion to carry.

8.1.4 Impartiality of the Presiding Officer or Chair.

As Per Robert's Rules of Order, the impartiality required of the chair precludes the chair from exercising her rights in debate while she is presiding. On rare occasions, to participate in debate, she shall turn the chair over to the vice-president or other qualified member who is perceived as non-partisan on the pending matter. The presiding officer who relinquishes the chair then shall not return to it until the pending main question has been disposed of.

8.1.5. Registered Voter Requirements.

All members of the Executive Committee shall be registered Democrats.

8.2. Quorum Requirements for Executive Committee Meetings.

The presence of a majority of the voting members of the Executive Committee shall constitute a quorum. A quorum may transact all business. All business so transacted shall be ratified by the voting membership at a membership meeting.

The Executive Committee will meet monthly.

8.3. Special or Called Meetings of the Executive Committee.

The Executive Committee shall meet on call of the President with at least 24 hours written or oral notice to each member.

8.4. Executive Committee Minutes.

The Executive Committee shall keep minutes and shall report its activities at the next regular business, special, or called meeting of the DCDW membership by making written Minutes available.

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8.5. Powers of the DCDW Executive Committee.

Between Regular Business meetings the Executive Committee may exercise all of the powers of the DCDW in the management and direction of all the affairs and business of the DCDW in such manner as they deem in the best interests of DCDW. An Executive Committee report shall be given at each regular business, special or called meeting (per Robert's Rule of Order - Report of Executive Committee). Based on this Report of the Executive Committee, the voting members shall ratify and affirm the business transacted by the Executive Committee.

8.6. Loss of Membership to the DCDW Executive Committee.

Any voting member of the Executive Committee, who fails, without good cause, to attend three consecutive meetings of the Executive Committee, shall be terminated as a voting member of the Committee. Executive Committee members so terminated may be re-elected or re-appointed subject to the approval of the membership.

9.0. Parliamentary Authority - Robert's Rules of Order.

The current tenth edition of Robert's Rules of Order, Newly Revised, shall apply on all questions of procedure and parliamentary law not specified in these bylaws.

10.0. Consent Agenda.

To minimize meeting duration, DCDW shall use a consent agenda for the business of the approval of minutes, Treasurer's Report and Committee Reports. The objective of using a consent agenda is to minimize the number of motions and votes required for routine action items. Any DCDW member may remove a consent agenda item to the regular agenda.

The consent agenda shall be sent to all DCDW members (5) days prior to a Regular Business, Special or called meeting. Included with the consent agenda will be all the supporting information needed to enable members to make an informed decision.

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11.0. Amendments.

These bylaws may be amended at any Regular Business, Special, or Called meeting of the DCDW by a two-thirds (2/3) vote of voting members present, provided the amendment has been included in the call of that meeting with ten (10) days written notice or read aloud in full at the previous Regular Business, Special or Called meeting. A quorum must be present as described in (7.6) of these bylaws.

12.0. Applicable Law.

12.1. No officer, agent or member of the DCDW is authorized to take any action in violation of any federal or state election law in the conduct of DCDW business or activities.

12.2. Reservation of Rights - The DCDW reserves all rights to manage its internal affairs as stated by the United States Supreme Court in 489 U.S. 214, 109 S.Ct.1013 (1989). This ruling insures that the state cannot impose rules or restrictions that would violate our first and fourteenth amendment rights under the Constitution by placing restrictions on the organization and composition of DCDW or by imposing term limits on its officers or banning its endorsements. DCDW is free to do these things, but the state may not force it to do so.

Adopted: 03/20/04

Amended: 10/04/04

Amended: 02/12/09

Amended: 03/16/09