

DOUGLAS COUNTY DEMOCRATIC WOMEN

POLICIES/PROCEDURES

February 2016

For the purposes of this document the following definitions apply:

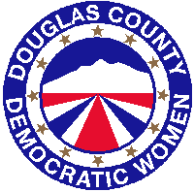
Policy: A consistent guide, clear and complete, to follow whenever a request of this kind is made. Policy is not a rule or procedure. Policies are guides to thinking and decision-making. They define the area within which a decision should be made, and they assure decisions made will be in line with overall plans and goals.

A plan or course of action, as of a political party, business, or non-profit organization designed to influence and determine decisions and actions.

A course of action, guiding principle, [Principle: 1. A basic truth, law, or assumption. 2. A rule or standard, especially of good behavior. 3. A fixed or pre-determined policy or mode of action. b. Moral or ethical standards or judgments, actions founded on principle rather than desires.]

Procedure: A way of performing or affecting something. A course of action. A set of established forms or methods for carrying on the affairs of a political party, business or non-profit organization.

An act of regulating. A principle, rule or law designed for controlling or governing behavior. A governmental order with the force of law.



Douglas County Democratic Women

Operational Guidelines

1. To be an effective action forum supporting those candidates and issues the Douglas County Democratic Women (DCDW) have voted to endorse.
2. To identify and encourage excellent, qualified candidates to participate in politics and government.
3. To provide “grass roots” input into the political process by identifying, publicizing and escalating the local, regional, state and national political issues and positions that have been endorsed by the DCDW membership.
4. To study, then discuss and educate DCDW membership on relevant issues, events, candidate positions, legislative activities, and other matters of local, regional, state and national political importance. (*Legislation/Issues/Platform*)
5. To inform and educate DCDW membership and the public by organizing membership meetings, political speakers/conferences and training workshops in response to current issues and DCDW political priorities. (*Program*)
6. To effectively utilize the media to promote DCDW and to publicize the events, issues and candidates the DCDW membership has voted to endorse. (*Public Relations*)
7. To register voters thereby encouraging public participation in the democratic process, especially those citizens likely to be supporters of DCDW-endorsed issues and candidates. (*Voter Registration*)
8. To encourage voter participation in elections by identifying, contacting and bringing registered voters out to the polls, especially those likely to be supporters of DCDW-endorsed issues and candidates (“Get Out The Vote). (*Elections*)
9. To sponsor and promote fundraising activities for both the DCDW and in support of DCDW-endorsed issues and candidates. (*Fundraising*)
10. To work in cooperation and partnership with the Douglas County Democratic Central Committee, the Nevada State Democratic Party and the National Democratic Party. (*Liaison*)

EXECUTIVE COMMITTEE MEETINGS

1. The Executive Committee should meet monthly:

2. Agenda inclusions:

- A. Approve minutes of previous meeting(s).
- B. Financial reports:
 - Previous month's financial reports
 - Budgets for program, events or committees
- C. Committee reports and actions
- D. Ratification of Executive Committee actions.
- E. Other business, as necessary.

3. Conducting the meeting(s):

Shall be chaired by the President, the Vice President, or the President's designee.

4. Quorum:

No business shall be transacted in the name of DCDW unless a quorum is present. A majority of the voting members of the Executive Committee shall constitute a quorum. (As per Bylaw Section 8.2). A standing committee chair may appoint a member of his/her committee to attend an Executive meeting in his/her absence. (Approved 1/11/10)

REGULAR BUSINESS MEETINGS

1. Purpose:

- a. Fulfill legal responsibility as a PAC (Political Action Committee)
- b. Obtain approval for action of the Executive Committee as may be necessary.
- c. Elect Officers at the April meeting of each year. (Approved 1/11/10)

2. Time of year:

- d. Shall be held at least quarterly, or by call, or special.

COMMUNICATIONS:

1. Minutes:

Copies of minutes will be distributed to DCDW members within thirty day (30) days after a Regular Business, Called or Special meeting.

2. Information Report:

A report will be distributed to the DCDW membership and Executive Committee annually, to include: (Approved 1/11/10)

Compilation of financial status.
Scholarship funds and distribution
Committee reports and any new assignments.
Donations

3. Media Press Reports:

Report(s) on DCDW activities, by the Publicity/PR committee, including forums, scholarship awards and special events shall be distributed to newspapers and other media as necessary. Once it has been approved by the President or his/her designee, it may be posted on the DCDW's web site and included in the newsletter.

4. Information/Position Papers:

DCDW "White Papers" and such other position papers developed by the Issues/Platform & Legislation Committee will be distributed only after approval by the Executive Committee and the membership.

GENERAL POLICIES

1. Recognition of donors by the use of a name (either the donor's name or another name requested by the donor) is permissible. However, it should be recognized that naming gifts, might not always be possible because of regulations in regard to a PAC.
2. Any donations, gifts, restricted or unrestricted, may be accepted or refused by the Executive Committee or the DCDW membership.
3. All scholarships will be made for the purposes for which DCDW was formed. DCDW is not precluded from consideration of fostering other programs and activities that are consistent with the Mission of the organization.
4. Recipients of scholarships will be selected by definite criteria of the Scholarship Committee constituted for this purpose with the approval of the Executive Committee and the DCDW membership.
5. Scholarships will be awarded only to those students who are registered Democrats or with at least one parent being a registered Democrat. *(Amended 2/01/2016)*
6. The minimum annual scholarship will be in the amount of \$500.00 for each recipient.
7. If an individual or corporation wishes to donate for a specific project or committee, the DCDW Executive Committee will set up an appropriate procedure to decide if the donation is reasonable and feasible. A definite budget will be prepared prior to any expenditures from the donation.
8. Any restricted donation will require a written statement from the donor indicating how the donation will be spent.
9. If donations received for a named fund are insufficient to fulfill the designated purpose of the fund, the Executive Committee may transfer the fund to another fund having a purpose related to the donor's original intent.
10. Donations received with the stipulation that they be used for Scholarships will not be awarded until there is sufficient income in the fund to award the amount of \$500.00.
11. DCDW may accept challenge money.

The foregoing is by way of example and not by way of limitation.

GENERAL OPERATING INFORMATION
FINANCIAL OPERATION INFORMATION

1. A minimum of **\$ 2,000** will be reserved in the general fund of DCDW as working capital for the next year. *(Adopted March 1, 2010)*
2. The Executive Committee is authorized to make expenditures of up to \$500 without prior approval of the membership. The membership will be advised of any such expenditures at the next meeting. *(Adopted March 1, 2010)*
3. DCDW funds shall be disbursed on vouchers submitted to the Treasurer on the approved form. Every attempt should be made to submit vouchers prior to the preparation of quarterly financial statements.
4. Checks shall be signed by the President, Vice President, Treasurer or Secretary. One of the signatures must be the President or Vice President.
5. If the Treasurer is unavailable or incapacitated for a period of thirty (30) days or more the DCDW's checkbook and financial records shall be given to the President or the President's designee.
6. All committees shall report all income and expenses to the Executive Board for all projects undertaken. *(Added 2/01/2016)*
7. There shall be no cross solicitation of the Douglas County Democratic Central Committee on the subject of policy, project promotion or requests for funds, without authorization of the DCDW Executive Committee or the membership.
8. Privacy Policy *(approved 09/13/10)*
 - a. DCDW will keep members' email address and telephone number confidential.
 - b. The use of DCDW membership information for non-DCDW purposes is strictly forbidden except by approval of the president.
 - c. The DCDW member roster shall be distributed to paid members only, either as a hard copy or electronically in Portable Document Format (PDF).
 - d. Douglas County Democratic candidates may request member mailing labels: the first set at no charge and \$7 (printing and delivery) for each additional set.
 - e. All requests for electronic distribution of non-Democratic communication must have the approval of the president.

OFFICERS, SPECIFIC

PRESIDENT

1. The incoming President is authorized to begin work on her committee appointments and guidelines immediately after the election.
2. The passing of the gavel will take place at the election of officers in April. *(Added 2/01/2016)*
3. All publications and emails to the membership, including the newsletter, will be reviewed and edited by the President or President's designee. *(Added 2/01/2016)*

VICE PRESIDENT

1. The Vice President shall preside at meetings in the absence of the President.
2. The Vice President shall be an ex-officio member of all Standing Committees.

SECRETARY

1. The Secretary shall be responsible for the DCDW's audiovisual materials and keep the President and Program Chair informed of the location. *(Amended 2/01/2016)*
2. The Secretary shall oversee maintenance of a database of DCDW addresses and provide labels and/or diskettes to the Executive Committee upon request. *(Approved 1/11/10)*
4. The Secretary shall oversee maintenance of a current membership roster and membership data and provide updated copies to the Executive Committee as requested. *(Approved 1/11/10)*

TREASURER

1. Make disbursements only as authorized by the membership of the DCDW at a Regular Business, Called or Special Meeting, or by the Executive Committee, or by the DCDW President or, if so designated by the DCDW President, by the DCDW Vice President.
2. Maintain an accurate accounting of the general, undesignated DCDW funds.
3. Maintain separate, accurate accountings for DCDW designated funds and donor funds.

4. Prepare and present an itemized, detailed statement of receipts and disbursements on a quarterly basis. Any hand written financial reports will not be accepted.
5. Be familiar with or willing to learn Quicken or QuickBooks. *(Amended 02/01/2016)*

STANDING COMMITTEES

Please refer to Article 6 – Duties of Appointed Chairperson for additional duties.

Duties of the Chairperson of the Fundraising/Special Events Committee

1. Plan and budget for all Fundraising and Special Events for review and approval of the Executive Committee.
2. Coordinate with other committees to implement such events.
3. All events must have prior approval from the Executive Committee and if necessary the membership.
4. All flyers, letters, publicity must have prior approval from the President or President's designee. *(Amended 2/01/2016)*

Duties of the Chairperson of the Issues/Platform & Legislation Committee

Refer to Bylaws Section 6.2

Duties of the Chairperson of the Membership Committee

1. Keep membership information confidential unless a member indicates their membership information may be shared outside the organization.

Duties of the Chairperson of the Program Committee

Refer to Bylaws Section 6.4

Duties of the Chairperson of Publicity/Public Relations Committee

Refer to Bylaws Section 6.5

Duties of the Chairperson of the Scholarship *(Amended 2/01/2016)*

1. Shall be responsible for the distribution of the DCDW Scholarship application. Shall maintain the records of the students and the school that received an application.
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 a DCDW scholarship. Removed from bylaws March 16, 2009.
3. Scholarship application requirements shall include a minimum 250 word essay addressing one or more of the descriptors of a fair society as given in the Democratic Party Credo. *(Adopted Sept. 2011)*

4. Final selection will consist of no more than four students, two from Douglas High School and two from Whittell High School. If the eligible students cannot be selected, the scholarship amount will remain the same. The amount of the scholarships shall be no less than \$500.00 each.
5. Develop the program for presentation of the scholarship.
6. Shall invite winners to the May or June luncheon and arrange for promotional photographs.
(Added 2/01/2016)
7. The committee shall report all monies collected that have been specified as scholarship funds. *(Added 2/01/2016)*

AD HOC COMMITTEES

Ad hoc committees are appointed, as the need arises, to carry out a specific task, at the completion of which –that is, on presentation of its final report to the membership—it automatically ceases to exist.

By-Laws/Policies & Procedures

As required the committee shall meet to update existing By-Laws and the Policies Procedures of the DCDW. Any changes will be presented to the Executive Committee and the membership at a Regular Business, Call or Special meeting. A Two-Thirds (2/3) vote of the membership is required for approval. Distribution of the By-Laws and the Policies/Procedures will be completed by the committee.

Elections/Endorsements

With the approval of the Executive Committee and the membership, the committee shall be responsible for the creation, budget and distribution of any printed election materials. They may create an election strategy for local, state and national candidates. This strategy will require approval from the Executive Committee and the membership.

Nominating Committee

A 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, with the approval of the Executive Committee. 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.

SPECIAL COMMITTEES

Special Committees are by appointment of the President and approved by the Executive Board. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee.

Sunshine

The sunshine chair or committee is responsible for sending greeting cards to members for birthdays, illness and other special times and should advise the president and newsletter editor of any member accomplishments.

Web Master

Education (Books for libraries) (Approved 1/11/10)

Liaison with DCDCC (Approved 1/11/10)

Liaison with Douglas High School Young Democrats (Approved 1/11/10)

CHANGES TO THIS DOCUMENT

These policies and procedures may be amended at any Regular Business, Special, or Called meeting of the DCDW by a majority vote of voting members present, provided the change 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.

(Added February 1, 2016)