

Douglas County Democratic Women Bylaws

Table of Contents

1.0. Organization.	
1.1 Name.....	4
1.2. Legal Status.....	4
1.3. Dissolution.....	4
2.0. Vision, Mission, Purpose, and Values.	
2.1. DCDW Vision.....	4
2.2. DCDW Mission.....	4
2.3. DCDW Purpose.....	4
2.4. DCDW Values.....	4
2.5. Policy on Endorsement.....	4
3.0. DCDW Membership.	
3.1. Membership Eligibility and Dues.....	5
3.2. DCDW Member Addresses.....	5
3.3 DCDW Meeting Sign-In Requirements.....	6
4.0. Financial Considerations.	
4.1. Fiscal and Operational Year.....	6
4.2. Bank Accounts.....	6
4.3. Authorized Signatures on Checks.....	6
4.4. Financial Record Review.....	6
4.5. Proposed Annual Budget.....	6
5.0. Elections of DCDW Officers.	
5.1. Number of Elected DCDW Officers.....	6
5.2. Ad Hoc Nominating Committee.....	6
5.3. Call for Nominations.....	6
5.4. Vacancy on Nominating Committee.....	7
5.5. Consent of the Nominee.....	7
5.6. List of Proposed Nominations.....	7
5.7. Nominating Papers.....	7
5.8. Schedule for DCDW Officer Elections.....	7
5.9. Vacancies in DCDW Elected Officer Positions.....	7
5.10. Removal for Cause.....	8

6.0. DCDW Committees.

6.1. Appointed Standing Committees..... 8
6.2. Ad Hoc Committees and Appointments..... 8
6.3. Liaison to the DCDC... 8
6.4. Members-at-Large..... 8
6.5. Term of Office for Appointed Chairpersons..... 8
6.6. Removal for Cause

7.0. Responsibilities of Elected Officers of DCDW.

7.1. Responsibilities of the President of DCDW 9
7.2. Responsibilities of the Vice President of DCDW..... 9
7.3. Responsibilities of the Secretary of DCDW..... 9
7.4. Responsibilities of the Treasurer of DCDW..... 9

8.0. Responsibilities of Appointed Chairpersons.

8.1. Responsibilities of the Chairperson of the Fundraising Committee..... 10
8.2. Responsibilities of the Chairperson of the Legislation Committee..... 10
8.3. Responsibilities of the Chairperson of the Membership Committee..... 11
8.4. Responsibilities of the Chairperson of the Program Committee..... 11
8.5. Responsibilities of the Chairperson of the Public Relations Committee... 11
8.6. Responsibilities of the Chairperson of the Scholarship Committee..... 12
8.7. Responsibilities of the Chairperson of the Community Service Comm... 12

9.0. DCDW Regular Business Meetings.

9.1. Meeting Location..... 13
9.2. Meeting Frequency..... 13
9.3. Special Meetings..... 13
9.4. DCDW Meetings Open to the Public..... 13
9.5. Minutes..... 13
9.6. Quorum Requirements..... 13

10.0. Executive Board.

10.1. Voting Members of the Executive Board..... 13
10.2. Non-Voting Members of the Executive Board..... 14
10.3. Presiding Officer’s Vote at Membership/ Executive Board Meetings.. 14
10.4. Impartiality of the Presiding Officer or Chair..... 14
10.5. Registered Voter Requirement..... 14
10.6. Quorum Requirements for Executive Board Meetings..... 14
10.7. Meetings of the Executive Board..... 14
10.8. Executive Board Minutes..... 14
10.9. Powers of the DCDW Executive Board..... 14
10.10. Loss of Membership to the DCDW Executive Board..... 14

11.0. Parliamentary Authority – Robert’s Rules of Order..... 14

12.0. Consent Agenda..... 15

13.0. Amendments..... 15

Applicable Law..... 15

Adopted: 03/20/04

1.0. Organization

1.1. Name.

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

1.2. Legal Status.

The 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 organization whose objectives are consistent with the operation and objectives of DCDW.

2.0. Vision, Mission, Purpose, and Values

2.1. Vision.

To be a powerful force for building a just, inclusive, and enduring American democracy. *(Amended 01/22)*

2.2. Mission.

To promote social and economic security, equality, justice, and opportunity for all.

2.3. Purpose.

To provide grass roots input into the political process by identifying and promoting local, regional, state, and national political issues and positions embraced by DCDW. To be an effective action forum supporting candidates and issues. *(Added 2019; Amended 01/22)*

2.4. Values.

It is our responsibility to protect our environment.
Everyone deserves access to quality healthcare.
An educated citizenry is essential to a functioning democracy.
Truth is at the core of a free society. *(Added 01/22)*

2.5. Policy on Endorsement.

DCDW does not endorse but may support candidates/issues.

2.5.1 Support of Democratic Candidates.

DCDW may support general election Democratic candidates by a two-thirds (2/3) majority of those members participating in a Regular, Business, Special, or Called meeting, or by email, US mail or telephone. Primary election Democratic candidates may not be supported by DCDW unless they are running unopposed and the filing window for the election is closed.

2.5.2. Support of Non-Democratic Candidates.

DCDW may only support non-Democratic candidates when there is no Democratic Party candidate in the running or when the election is for a non-partisan seat. *(Amended 01/22)*

2.5.3. Support of Issues.

DCDW may support legislation, recall, initiative, and referendum petitions or recall candidates with a two-thirds (2/3) majority of those members participating at a Regular, Business, Special, or Called meeting, or by mail ballot, email, US mail or telephone.

2.5.4. Representing DCDW.

Members may not speak as a representative of DCDW without approval of the Executive Board. *(Amended 10/19)*

3.0. DCDW Membership

3.1. Membership Eligibility and Dues

Membership is open to any individual willing to support the vision, mission, purpose, and values of DCDW. Annual dues shall be remitted by all who elect to be DCDW voting members by May 31 of each year. New member dues paid in March or April will count as annual payment. *(Amended 10/19; 01/22)*

3.1.1. Voting Members.

A voting member is a DCDW member in good standing who has paid annual dues or any member whose dues have been waived by a decision of the majority of the Executive Board. *(Amended 2/12/09, 10/19)*

3.1.2. Non-Voting Members

Honorary members are non-voting members. *(Amended 2/12/09)*

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. Email Addresses Encouraged.

Members are encouraged to have DCDW correspondence sent to them via the Internet to their email address rather than to a U.S. mail address. If email is returned or otherwise rejected, DCDW is not obligated to resend 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 2/12/09)*

4.0. Financial Considerations.

4.1. The fiscal and operational year of DCDW shall be May 1 through April 30. *(Amended 3/16/09)*

4.2. Bank Accounts.

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

4.2.2. 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 Board. *(Amended 10/21)*

4.3. Authorized Signatures on Checks and Other Withdrawals.

Withdrawals by check or withdrawal slips from any DCDW Bank Account must be signed by one (1) of the following elected officers: The President, Vice President, Treasurer or Secretary. *(Amended 01/22)*

4.4. Financial records shall be reviewed at least every two (2) years by a person other than an Executive Board member. *(Added 9/17)*

4.5. The proposed annual budget shall be submitted for approval to the membership at the June membership meeting. *(Added 9/17, amended 10/19)*

5.0. Elections of DCDW Officers.

5.1. Number of Elected DCDW Officers

The four (4) elected officers of the DCDW shall be a President, Vice President, Secretary, and 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 April of each year. The Officers shall be voting members of the DCDW Executive Board. *(Amended 01/22)*

5.2. The Ad Hoc Nominating Committee.

At least sixty (60) days 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 3/16/09)*

5.3. The Nominating Committee shall immediately send a Call for Nominations to the membership and follow up on all responses. *(Amended 3/16/09)*

- 5.4.** A vacancy on the Nominating Committee may be filled by a member of the Executive Board.
- 5.5.** A DCDW member making a nomination for an officer candidate is responsible for obtaining the consent of the nominee.
- 5.6.** The Chairperson of the Nominating Committee shall submit a list of proposed nominations to the membership at the March meeting. *(Amended 9/201, 2017, 2019)*
- 5.7.** Nominations submitted after the March meeting must have the nomination papers to the Nominating Chair five (5) days prior to the April meeting to be presented as a floor nomination.
- 5.8.** Schedule for DCDW Officer Elections.
- 5.8.1.** 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 3/16/09)*
- 5.8.2.** Conduct of DCDW Officer Elections.
- 5.8.2.1.** 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.
- 5.8.2.2.** A majority vote of those members in attendance is necessary to elect officers.
- 5.8.2.3.** 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.
- 5.8.2.4.** Nominations from the floor will be accepted provided the member making the nomination has received the consent of the nominee.
- 5.8.2.5.** Term of Office for Elected Officers. The term of office for elected Officers shall be for one (1) year or until their successors are elected. No term limits shall apply. Each newly elected officer shall assume office at the first general membership meeting following the election.
- 5.9** Vacancies in DCDW Elected Officer Positions.
A vacancy in a DCDW elected officer position shall be filled by appointment by the

President with approval of the Executive Board. In the case of a vacancy in the position of President, the Vice President shall assume the office of President. *(Amended 9/17, 2019)*

5.10 Removal for Cause.

Any elected officer of DCDW can be removed for cause by a two-thirds (2/3) vote of the entire Executive Board, providing the member has been given ten (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 Board. (Please refer to the "Disciplinary Procedures" section of Robert's Rules of Order.) *(Amended 01/22)*

6.0. DCDW Committees

6.1. Appointed Standing Committees.

The seven (7) standing committees of DCDW shall be Fundraising, Legislation, Membership, Program, Public Relations, Community Service, and Scholarship. The Standing Committee Chairpersons shall be appointed by the President in consultation with elected officers. *(Amended 9/17)* All Committees may submit a report to the membership at a regular business, special, or called meeting as necessary. *(Amended 01/22)*

6.2. Ad Hoc Committees and Appointments

The two (2) ad hoc committees of DCDW shall include Bylaws/Policies and Procedures and the Nominating Committee. The Chairpersons of these committees shall be appointed by the President and approved by the Executive Board. These positions are not part of the Executive Board and hold no voting authority at this level.

6.3. The President may appoint a member of the Executive Board to act as liaison to the Douglas County Democratic Central Committee (DCDCC) with the approval of the Chair of the DCDCC.

6.4. The President, in consultation with the Executive Board, may appoint two (2) Members-at-Large to the Executive Board. They shall be voting members of the Executive Board.

6.5. Term of Office for Appointed Chairpersons

The term of office for appointed chairpersons of the DCDW shall be for one (1) year or until their successors are appointed. No term limits shall apply. Each newly appointed chairperson shall assume office at the first general membership meeting following the election. *(Amended 01/22)*

6.6. Removal for Cause.

Any Standing Committee Chairperson can be removed for cause by a two-thirds (2/3) vote of the entire Executive Board, 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 Board. (Please refer to the “Disciplinary Procedures” section of Robert’s Rules of Order). *(Amended 01/22)*

7.0. Responsibilities of Elected Officers of DCDW.

7.1. Responsibilities of the President of DCDW. *(Amended 01/22)*

7.1.1 Preside at all meetings of DCDW and the Executive Board.

7.1.2. May appoint a Parliamentarian as needed.

7.1.3. Appoint special committees as necessary, with the approval of the Executive Board.

7.2. Responsibilities of the Vice President of DCDW.

7.2.1. Preside at meetings of the DCDW and the Executive Board in absence of, or at the request of, the President.

7.2.2. 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.

7.2.3. Be an ex-officio member of all committees except the Nominating Committee.

7.2.4. Perform other duties as may be required.

7.3. Responsibilities of the Secretary of DCDW.

7.3.1. Keep an accurate record of all meetings of the DCDW Executive Board and report Executive Board actions to the membership.

7.3.2. Record proceedings of the monthly membership meetings and send the minutes to the DCDW membership.

7.3.3. Perform other duties as may be required.

7.4. Responsibilities of the Treasurer of DCDW.

7.4.1. Receive the funds of the DCDW and promptly deposit them in the bank as authorized by the Executive Board. Issue receipts as required for all money received.

- 7.4.2. Make disbursements only as authorized by the Executive Board or the DCDW President or, if so designated by the DCDW President, the Vice President.
- 7.4.3. Ensure that all checks issued have an authorized signature (ref 4.3). *(Amended 01/22)*
- 7.4.4. Keep an accurate record of all funds and transactions. *(Amended 10/21)*
- 7.4.5. Prepare and present an itemized statement of receipts and disbursements at each meeting of the Executive Board and a report of available Unrestricted funds at each membership meeting.
- 7.4.6. Submit books and financial summaries for review every two years.
- 7.4.7. Submit a yearly report to the membership.
- 7.4.8. See that such financial reports and tax returns as may be required are prepared and filed with the Secretary of State and the IRS.
- 7.4.9. Perform other duties as may be required.

8.0. Responsibilities of Appointed Chairpersons.

(Complete job descriptions for each chairperson can be found in Policies and Procedures.)

8.1. Responsibilities of the Chairperson of the Fundraising Committee.

- 8.1.1. Create a Fundraising plan at all contributor levels, which may include direct mail campaign, special programs and events, etc.
- 8.1.2. Prepare a Fundraising budget.
- 8.1.3. Develop and implement Fundraising with the Program and other relevant Committees. *(Amended 01/22)*
- 8.1.4. Perform other Fundraising duties as may be required.

8.2. Responsibilities of the Chairperson of the Legislation Committee. *(Amended 01/22)*

- 8.2.1. 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 Credo, the Purpose and Mission of DCDW, and the State Democratic Platform. Recommendations for the Nevada State Platform may 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.

- 8.2.2.** 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.
- 8.2.3.** Shall at all times respect the variety of opinions among DCDW members. This Committee will support Democrat candidates and legislation in keeping with principles outlined in the Democratic Party Credo, our Purpose, and our Mission.
- 8.2.4.** Shall recommend organizations that would assist DCDW in forming coalitions to more effectively educate the public about issues.

8.3. Responsibilities of the Chairperson of the Membership Committee.

- 8.3.1.** Recruit new members for DCDW.
- 8.3.2.** Be accountable for attendance records.
- 8.3.3.** Undertake activities to encourage and ensure member retention.
- 8.3.4.** Be accountable for conducting a bi-annual survey of members to gauge member satisfaction and to solicit suggestions for improvement. Summarize survey results for review by the Executive Board. *(Amended 01/22)*
- 8.3.5.** Be accountable for maintenance of a current membership roster and membership data. Provide updated copies to the Executive Board.
- 8.3.6.** Perform other membership duties as may be required.

8.4. Responsibilities of the Chairperson of the Program Committee.

- 8.4.1.** Be responsible for programs to inform and engage the membership and the general public.
- 8.4.2.** Present a program/calendar plan for review and approval of the Executive Board.
- 8.4.3.** Be responsible for developing, coordinating, and scheduling all meetings and events.
- 8.4.4.** Be responsible for the hospitality of any invited speakers or guests. This may include arranging for meals, giving directions, and serving as hostess to the invitee at the meeting or event.

8.4.5 Perform other program duties as may be required.

8.5. Responsibilities of the Chairperson of the Public Relations Committee.

8.5.1 Develop a public relations and image-enhancing plan with a variety of communication strategies.

8.5.2. Coordinate press efforts to support the DCDW program and events plan.

8.5.3. Be accountable for overseeing the DCDW website and social media account.

8.5.4. Perform other press/public relations duties as may be required.

8.6. Responsibilities of the Chairperson of the Scholarship Committee.

8.6.1. Facilitate a scholarship committee for the purpose of selection of recipients of a scholarship to the community college, college, or university of their choice. *(Amended 01/22)*

8.6.2. Utilize the following criteria to determine eligibility of selected students for consideration: Financial Need; Contents of Essay; Community Service; Extra-curricular Activities; Scholastic Achievement. Make necessary changes to the criteria only with the approval of the Executive Board. *(Amended 3/16/09, 2/1/16)*

8.6.3. Shall seek to select at least two students from the qualified candidate applications that are received from high schools in the Douglas County School District. If eligible students cannot be determined, the money designated for scholarships shall remain so designated and will be carried forward to be used to fund the DCDW scholarship program in the next year. The amount of the scholarship shall be no less than \$500.00 each. *(Amended 01/22)*

8.6.4. Shall be responsible for obtaining scholarship applications and distributing them to committee members.

8.6.5. Present the names of the selected students to the Executive Board. *(Amended 3/16/16)*

8.6.6. Arrange for the presentation of the scholarships at the respective high schools and for the presentation of the recipients to our membership at membership meetings.

8.6.7. May offer a scholarship of undetermined funds to a low-income student, Douglas County resident, to be chosen by the Latino Leadership Academy at Western Nevada College. *(Amended 01/22)*

8.6.8. Perform other Scholarship Committee duties as may be required.

8.7. Responsibilities of the Chairperson of the Community Service Committee.

8.7.1. Plan and implement community service projects with member participation to enhance the DCDW presence in the community.

8.7.2. Coordinate with project liaisons as needed.

8.7.3. Provide photographs with captions of the community service projects for local newspapers and for the DCDW website and social media sites. *(Amended 10/21)*

8.7.4. Coordinate with the Public Relations Chair for publicity.

9.0. DCDW Regular Business Meetings.

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

9.2. Regular Business meetings of the DCDW will be held at least quarterly with a program. At least fifteen (15) days prior to such meeting, a notice will be sent to members in good standing by email or US mail. *(Amended 2/1/16)*

9.3. 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, a exact purpose of the meeting must be mailed, emailed, or telephoned to all members in good standing at least five (5) days in advance.

9.4. Meetings of 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 3/16/09)*

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

9.6. 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 on record at the time of the vote. *(Amended 2/12/09)* There shall be no proxy voting. (As per Robert's Rules of Order.)

10.0. Executive Board.

10.1. Voting Members of the Executive Board.

10.1.1. The Elected Officers of the DCDW.

10.1.2. The Chairpersons of the Standing Committees on Fundraising, Legislation, Membership, Programs, Public Relations, Community Service, and Scholarship, if they are not otherwise voting members of the Executive Board.

10.1.3. At-large members of the Board, as appointed by the President.

10.2. Non-voting Members of the Executive Board.

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

10.3. Presiding Officer's Vote at Membership and Executive Board Meetings. The presiding officer or chair shall not vote upon a motion except to break a tie in the affirmative to cause a motion to carry.

10.4. 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.

10.5. Registered Voter Requirements.

All members of the Executive Board shall be registered Democrats.

10.6. Quorum Requirements for Executive Board Meetings.

The presence of a majority of the voting members of the Executive Board shall constitute a quorum. A quorum may transact all business. Certain business transactions shall be ratified by the voting membership at a membership meeting.

10.7. Meetings of the Executive Board.

The Executive Board will meet at least quarterly and shall meet per call of the President with written or oral notice to each Board member. *(Amended 2019)*

10.8. Executive Board Minutes.

The Executive Board shall keep minutes and shall report its activities at the next regular business, special, or called meeting of the DCDW membership.

10.9. Powers of the DCDW Executive Board.

Between regular business meetings, the Executive Board may exercise all of the powers of the DCDW in the management and direction of all affairs and business

of the DCDW in such manner as is deemed in the best interests of DCDW. An Executive Board report shall be given at each regular business, special or called meeting (per Robert's Rules of Order—Report of Executive Committee). Relevant business transactions shall be ratified by the voting membership at a membership meeting.

10.10. Loss of Membership to the DCDW Executive Board.

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

11.0. Parliamentary Authority—Robert's Rules of Order.

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

12.0. Consent Agenda.

To minimize meeting duration, DCDW may 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 routing action items. Any DCDW member may move a consent agenda item to the regular agenda.

(Amended 01/22)

13.0. 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 Section 9.6 of these bylaws.

14.0 Applicable Law.

14.1 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.

14.2 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 ensures 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 endorsements. DCDW is free to do these things, but the state may not force it to do so.

Adopted: 03/20/2004
Amended: 10/04/2004
Amended: 02/12/2009
Amended: 03/16/2009
Amended: 02/01/2016
Amended: 09/11/2017
Amended: 10/2019
Amended: 01/03/2022