

BYLAWS OF FAYETTE DEMOCRATIC WOMEN

Fayette County, Georgia

ARTICLE I---NAME AND AFFILIATION

The name of this organization shall be the Fayette Democratic Women (FDW), hereinafter referred to as FDW. This organization is affiliated with the National Federation of Democratic Women (NFDW) and the Georgia Federation of Democratic Women (GFDW).

ARTICLE II—VISION, MISSION, AND GOALS

Section 1: Vision FDW is an organization that empowers progressive Democratic women to be leaders and decision-makers in their county and beyond.

Section 2: Mission FDW aims to achieve its vision in the following ways:

- A. Engage the public in the political process by registering, mobilizing, and enabling them to get to the polls and vote in every election.
- B. Empower women by recruiting, training, and supporting Democratic women to run for office and to serve in appointive positions.
- C. Educate women about issues and events that have an impact on women, families, and communities.
- D. Foster loyalty to the Democratic Party to promote its principles and candidates in all elections, including non-partisan elections.
- E. Support the objectives and policies of the National Federation of Democratic Women (NFDW), Georgia Federation of Democratic Women (GFDW), and the Fayette County Democratic Committee (FCDC).

Section 3: Goals The four actionable goals of FDW use the acronym SANE:

SUPPORT: Develop teams of support to attain leadership roles in government

ADVOCATE: Reach out to the public to affirm our Democratic principles through public and personal advocacy

NETWORK: Participate in government, business, and social events to have our voices heard

EDUCATE: Create educational opportunities to inspire women to participate in FDW's vision, mission, and goals

Section 4: Candidate Support FDW shall not take part in supporting any Democratic candidate(s) over others in any primary election, nor shall any member be permitted to do so in the name of FDW.

ARTICLE III—PRINCIPAL OFFICE

The principal office of this organization shall be located at the address of the president until a permanent address is established within Fayette County.

ARTICLE IV—MEMBERSHIP

Section 1: Voting Membership A voting membership in FDW shall be open to any person meeting the following eligibility requirements:

- A. Is 18 years of age or older,
- B. Is supportive of the vision, mission, and goals set forth in Article II, and
- C. Submits a completed membership application, and
- D. Is current in the payment of his or her membership dues as set forth in Article V.

Section 2: Non-Voting Membership

- A. The Executive Board has the authority to add non-voting membership categories as it deems appropriate.
- B. The General Membership has the authority to approve individual, honorary non-voting memberships with no annual dues.

Section 3: Removal from Membership Any member may be removed from FDW membership for non-payment of dues or by resignation. An individual who is removed from membership may be reinstated upon receipt of dues.

ARTICLE V—DUES

Section 1: Fiscal Year The fiscal year of FDW shall be January 1 through December 31 of each year.

Section 2: Dues

- A. Membership dues shall be administratively determined annually by the FDW Executive Board with approval by the FDW voting membership. Any proposed change in annual dues must be submitted to the voting membership by e-mail or calling-post a minimum of two (2) months in advance of January 1.

B. Dues shall be paid as follows:

1. Annually by January 1, or
2. Annually in two (2) equal installments by January 1 and July 1, or
3. Total due pro-rated by month of enrollment to accommodate new enrollees throughout the year.

ARTICLE VI—MEETINGS

Section 1: Date Meetings are held on the third (3rd) Saturday of each month and are open to any current or prospective members and invited guests.

Section 2: Place and Time The place and time of general membership meetings shall be decided by the Executive Board. If there is a change in the date, time, and/or place of the monthly meetings, the members shall be notified by email or calling-post.

Section 3: Quorum A quorum of the General Membership shall be 20 percent of the current voting membership. A quorum of the Executive Board shall be 20 percent of the Executive Board's membership at the time of any vote.

ARTICLE VII—ELECTION OF OFFICERS

Section 1: Officers The elected officers of FDW shall be President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer.

Section 2: Elections Election of selected officers by the voting members of FDW shall be held annually in November. In odd numbered years the following officers shall be elected: President, Second Vice President, Assistant Secretary, and Treasurer. In even numbered years, the following officers shall be elected: First Vice President, Secretary, and Assistant Treasurer. Installation shall take place on the day of election. Names and addresses of new officers shall be sent immediately to the president and treasurer of GFDW.

Section 3: Term Limits Officers shall be elected for a term of two (2) years. No officer shall serve in the same office for more than two consecutive terms.

For the 2017 transitional year, the offices of President, Second Vice President, Assistant Secretary, and Treasurer were elected for a two year term. The offices of First Vice President, Secretary, and Assistant Treasurer were elected for a one year term.

Section 4: Voting Voting shall be by written, secret ballot. A candidate for office shall be deemed elected by a majority of all ballots cast. In the event of three (3) or more candidates with no candidate receiving a majority vote, a run-off election shall be held between the two (2) candidates receiving the highest number of votes. If there is only one nominee for any office, that nominee's election shall be by acclamation.

Section 5: Voting Eligibility Only current, voting members shall be eligible to vote.

ARTICLE VIII—EXECUTIVE BOARD AND OFFICER DUTIES

Section 1: Executive Board

- A. The officers and the chair(s) of each standing committee shall serve as the Executive Board. Other positions may be added as necessary with the duties determined by the Executive Board.
- B. The Executive Board serves to provide FDW with strategic direction and organizational oversight so that the organization’s vision, mission, and goals are implemented.
- C. The Executive Board meetings shall be open to all members of FDW.
- D. The Executive Board shall communicate any and all decisions for which a vote is taken to the General Membership.

Section 2: Officer Duties and Responsibilities

- A. **President:** The president shall preside at all meetings of the General Membership and the Executive Board. The president shall appoint all chairs of standing committees and special committees. The president shall be the chair of the Executive Board and an ex-officio member of all committees except the Nominating Committee and the Financial Review Committee. The president shall be one of the officers authorized to sign financial transactions for the organization.
- B. **First Vice President:** The first vice president shall preside at all General Membership and Executive Board meetings in the absence or at the request of the president. The first vice president shall assist the president as requested and shall be authorized to sign financial transactions for the organization.
- C. **Second Vice President:** The second vice president shall act as the chair of the Membership Committee. The second vice president shall preside at all General Membership and Executive Board meetings in the absence or at the request of the president or first vice president. The second vice president shall assist the president and first vice president as requested with the exception of signing financial transactions for the organization.
- D. **Secretary:** The secretary shall keep minutes of the General Membership and Executive Board meetings, share these minutes with the relevant membership, and enter these minutes into a permanent journal. The secretary shall attend to correspondence of the organization as requested by the president.
- E. **Assistant Secretary:** The assistant secretary shall assist the secretary as requested.

- F. Treasurer: The treasurer is the custodian of all funds of the organization. The treasurer shall collect and make timely deposits of all funds in a bank, trust company, or depository institution selected by the Executive Board.

The treasurer shall keep accurate financial records of all accounts open to inspection by the president and/or the president's designee(s) at any time.

The treasurer shall prepare and present a Treasurer's Report at each General Membership meeting. This report shall be a monthly statement of beginning balance, income, expenses, and ending fund balances. This report shall be provided to the president in written form at that same meeting. The treasurer shall prepare and present a written Annual Financial Report that includes a beginning balance, a summary of income, a summary of expenses, and ending fund balances. This report shall be submitted to the Financial Review Committee within four (4) weeks of the close of the fiscal year.

The treasurer is an ex-officio member of the Fundraising Committee and the Membership Committee. The treasurer shall be one of the officers authorized to sign financial transactions for the organization.

- G. Assistant Treasurer: The assistant treasurer shall assist the treasurer as requested with the exception of signing financial transactions for the organization.

Section 3: Officer Vacancies

- A. Should the office of the president become vacant, the first vice president shall assume the duties of the president for the duration of the term.
- B. Should any office other than the presidency become vacant, the president shall appoint a member to serve for the duration of the term. This appointment shall be confirmed by the Executive Board.

Section 4: Records Each officer shall keep a portfolio of records and reports which shall be passed on to her or his successor within thirty (30) days of vacating the position, unless otherwise directed by the president or Executive Board.

ARTICLE IX—COMMITTEES

Section 1: Standing Committees Standing Committees shall be permanent committees whose chairs are appointed by the president and confirmed by the Executive Board. The standing committees and their duties shall be as follows:

- A. Program and Activities Committee

The Program and Activities Committee shall consist of a chair or co-chairs and at least four (4) members. Members of the committee shall be determined by the chair or co-chairs and/or upon request of the president. The president is an ex-officio member of this committee.

This committee shall formulate and coordinate the educational component of the general membership meetings. This committee also may formulate and coordinate other activities that advance the vision, mission, and goals of the organization.

B. Fundraising Committee

The Fundraising Committee shall consist of a chair or co-chairs and at least four (4) members. Members of the committee shall be determined by the chair or co-chairs and/or upon request of the president. The president and treasurer are ex-officio members of this committee.

This committee shall formulate and coordinate two or more annual fundraising activities intended to raise a designated amount of money identified in the organization's annual budget. The amount to be raised shall be a net balance after expenses. The scope and budget for each fundraising activity shall be presented to and approved by the Executive Board prior to implementation.

C. Membership Committee

The Membership Committee shall be chaired by the second vice president and consist of at least four (4) members. Members of the committee shall be determined by the second vice president and/or upon request of the president. The president and the treasurer are ex-officio members of this committee.

This committee shall keep up-to-date membership records including payment records, contact information, and membership applications; monitor membership trends and recommend strategies for the membership recruitment, orientation, retention, and reactivation; provide new members with an orientation package; send dues notices to prospective and current members as needed; maintain attendance records for each general member meeting; and evaluate and make recommendations regarding the FDW membership experience to the Executive Board.

D. Marketing Committee

The Marketing Committee shall consist of a chair or co-chairs and at least four (4) members. Members of the committee shall be determined by the chair or co-chairs and/or upon request of the president. The president is an ex-officio member of this committee.

This committee shall formulate and coordinate a strategy for communications with members; establish and maintain cooperative relations among community, political, media, and public interest individuals and groups; positively represent FDW to the public; and oversee the organization's social media presence.

E. Elections, Voting, and Appointments Committee

The Elections, Voting, and Appointments Committee shall consist of a chair or co-chairs and at least four (4) members. Members of the committee shall be determined by the chair

or co-chairs and/or upon request of the president. The president is an ex-officio member of this committee.

This committee shall formulate and coordinate voter registration including registrant training and voter registration events, keep members informed about upcoming election and appointment opportunities, and partner with FCDC to recruit and support new candidates, especially women, for elected and appointed positions.

F. Bylaws Committee

The Bylaws Committee shall consist of a chair or co-chairs and at least four (4) members. Members of the committee shall be determined by the chair or co-chairs and/or upon request of the president. The president is an ex-officio member of this committee.

This committee shall gather input and feedback from the membership about bylaw changes, discuss and call for amendments to the bylaws on an annual or as needed basis, and discuss and submit bylaw amendments to the Executive Board.

G. Political Action Committee

The Political Action Committee shall consist of a chair or co-chairs and at least four (4) members. Members of the committee shall be determined by the chair or co-chairs and/or upon request of the president. The president is an ex-officio member of this committee.

This committee shall advocate for and support Democratic issues and candidates.

Section 2: Special Committees Special Committees shall be ad-hoc committees whose chairs are appointed by the president and approved by the Executive Board. Although additional special committees may be formed by the president, the organization shall periodically have the following special committees:

A. Nominating Committee

The Nominating Committee shall consist of a chair or co-chairs and at least three (3) members. Members of the committee shall be determined by the chair or co-chairs and/or upon request of the president. This committee shall be formed at least four (4) months in advance of the annual election. It shall be disbanded at the close of the annual election.

This committee shall ask FDW members to submit written nominations for each elected office at the October meeting. Subsequently the committee shall prepare a slate of nominees to be presented for an election at the November meeting. Nominations shall be accepted from the floor and shall be added to the slate of nominees before voting commences at the November meeting. The election shall follow procedures in these bylaws under ARTICLE VII: ELECTION OF OFFICERS.

If a member of the Nominating Committee chooses to run for an officer position, s/he must resign from the Nominating Committee. This committee shall be disbanded at the close of the annual election.

B. Financial Review Committee

The Financial Review Committee shall consist of a chair or co-chairs and at least two (2) members. Members of the committee shall be determined by the chair or co-chairs and/or upon request of the president. Members may include FDW members, as well as one volunteer or paid consultant who is not an FDW member if such person has the approval of the Executive Board. Members may not include anyone authorized to sign financial transactions.

Annually the president shall appoint and authorize a Financial Review Committee to review and comment on the accuracy of the monthly financial records, the annual report, and the use of generally accepted accounting principles in the organization's record keeping. The annual Financial Review shall include verification of assets, liabilities, transactions, and fund balances.

This committee shall be formed at least one (1) month prior to the end of the fiscal year and disbanded upon the completed review and approval of the Annual Financial Report. The committee shall submit to the Executive Board a report of its findings within eight (8) weeks of the close of the fiscal year.

ARTICLE X—FINANCES

Section 1: Annual Budget FDW shall collect dues and raise funds in order to finance its operations and in support of programs approved by the general membership. The Executive Board shall create an annual budget for the fiscal year. This budget shall be presented for approval to the general membership by February 28 of each year. The Executive Board shall review the annual budget and actual income and expenses at each of its regular meetings.

Section 2: Authorizations All funds shall be deposited in a viable financial institution selected by the Executive Board. All financial transactions issued in the name of FDW shall be signed by two of the following: president, first vice president, and treasurer.

Section 3: Records Records of collections, deposits, and disbursements of all funds shall be maintained using generally accepted accounting principles. For the approval and processing of any reimbursement, a Check Request/Reimbursement form must be submitted with required signatures. No officer may sign reimbursement checks or forms for their own reimbursement. Financial records shall be reviewed annually by the Financial Review Committee comprised of members who are not responsible for the financial transactions of the organization.

ARTICLE XI—PARLIAMENTARY PROCEDURE/STANDING RULES

Robert's Rules of Order, Newly Revised, shall govern all points of parliamentary procedure not covered by these bylaws.

ARTICLE XII—AMENDMENTS

These bylaws may be amended or revised at any general meeting of the membership of the FDW by a two-thirds (2/3) majority of voting members present at the meeting provided thirty (30) days advance notice of the meeting has been given in writing at a general membership meeting, via email, or via calling-post notice to voting members, and there is the necessary quorum at the meeting.

ARTICLE XIII—DISSOLUTION

In the event of the dissolution of Fayette Democratic Women, all assets shall be assigned to the GFDW. None of the assets shall revert to any member of the organization.

Revised and approved as amended March 18, 2011.

By Authority of the Executive Board of the Fayette Democratic Women
Elverta Williams, President

Revised and approved as amended June 17, 2017.

By Authority of the General Membership of the Fayette Democratic Women
Heidi Danis, President

Revised and approved as amended September 16, 2017.

By Authority of the General Membership of the Fayette Democratic Women
Heidi Danis, President

Revised and approved as amended November 18, 2017

By Authority of the General Membership of the Fayette Democratic Women
Heidi Danis, President

Revised and approved as amended April 21, 2018

By Authority of the General Membership of the Fayette Democratic Women
Pearline Greene, President

Revised and approved as amended April 20, 2019

By Authority of the General Membership of the Fayette Democratic Women
Pearline Greene, President