

DEMOCRATIC WOMEN OF CATAWBA COUNTY
CONSTITUTION & BYLAWS & STANDING RULES
(Developed March 2014; amended May 2014; amended Feb. 2016)
CONSISTENT WITH THE CONSTITUTION
OF THE DEMOCRATIC WOMEN OF NORTH CAROLINA

ARTICLE I – NAME

1. The name of the organization shall be Democratic Women of Catawba County (DWCC).

ARTICLE II – OBJECTIVES

The objectives of the organization shall be:

1. To support and promote the principles of the Democratic Party.
2. To encourage women to seek public office and to participate in Democratic Party activities.
3. To work with the Catawba County Democratic Party Executive Committee to strengthen the Democratic Party in Catawba County and North Carolina.
4. To initiate and carry out programs and projects on behalf of the Democratic Party, and to promote the election of Democrats.

ARTICLE III – MEMBERSHIP

Section 1. Active, voting membership is open to any woman who is a registered Democrat in Catawba County, North Carolina, and who supports the purposes and goals of the organization.

Section 2. Any woman who qualifies for membership in accordance with the provisions of Section 1 of this Article where no DWNC chapter exists may become a member of this organization.

Section 3. Associate membership is open to any male who is a registered Democrat and who supports the purposes and goals of this organization. Associate members are non-voting members and may not hold office.

Section 4. Membership application and annual dues are submitted to the DWCC Treasurer. The fiscal year runs January to December, and dues are payable in January. Standard dues are \$20 annually. Refer to application form for tiered giving.

ARTICLE IV – DUTIES OF OFFICERS

Section 1. The elected officers of this organization shall be:

1. President
2. Vice President
3. Second Vice President
4. Recording Secretary
5. Treasurer

After the organization is at least two years old (March 2016), officers should have been active member of the organization. Required officers are President, Vice President, Second Vice President, Recording Secretary, and Treasurer. Officers serve two-year terms, with the exception of unavailable nominees.

It is desirable that at least one of the above officers shall be of a minority race and at least one of the officers shall be under thirty-six (36) years of age at the time of her election. All officers shall have Catawba County as their primary residence.

Officers shall be nominated by the nominating committee and elected by majority vote at the annual meeting to be held in March. If an officer resigns, the President may reconvene the nominating committee to nominate someone to complete the term and conduct a vote, also requiring majority approval, at the next business meeting. Officers may be reelected.

Nominating committee will consist of no fewer than three members, one of whom shall be an elected officer. Nominating committee will convene at least two months before March annual meeting.

Section 2. The President shall:

1. Set the agenda and preside at meetings of the Democratic Women of Catawba County and its Executive Committee.
2. Serve as an ex-officio member of all committees except the Nominating Committee.
3. Maintain appropriate records and within thirty (30) days upon completion of her term of office shall submit such records to her successor.
4. Submit a copy of the Democratic Women of Catawba County Constitution & Bylaws to the Democratic Women of North Carolina.
5. Approve *ad hoc* committees.

Section 3. The Vice President shall:

1. Serve as an aide to the President and shall assist as requested.
2. Preside at all meetings in the absence of the President.
3. In the event of a vacancy in the office of President assume the office of President for the unexpired term.

4. Transfer all appropriate records to her successor upon completion of her term of office.

Section 4. The Second Vice President shall:

1. Serve as liaison to the other Democratic Party auxiliary organizations, and in this capacity keep those organizations informed of the activities of DWCC, and attend at least one function of each organization during her two (2) year term and report on these activities to the DWCC Executive Committee.
2. Assume the office of President in the event of vacancies in both offices of President and First Vice President.
3. Transfer all appropriate records to her successor upon completion of her term of office.

Section 5. The Recording Secretary shall:

1. Keep all minutes of the meetings of the organization and its Executive Committee.
2. Maintain reports of the Officers and Chairs and all official documents, including committees.
3. Transfer all appropriate records to her successor upon completion of her term of office.

Section 6. The Treasurer shall:

1. Be responsible for all receipts and disbursement of funds.
2. Make full written budget to actual financial report at monthly meetings, as well as any interim reports as the President may direct.
3. Prepare and submit, in a timely manner, all reports as required by the State Board of Elections, including DWCC membership roster.
4. Have the treasurer's books audited or reviewed by an audit committee every two (2) years.
5. Produce the books for inspection upon request by the President and/or Executive Committee.
6. Transfer all appropriate records to her successor within thirty (30) days upon completion of her term of office.
7. Take the State Board of Elections' Financial report preparation training as required by that office within 3 months of appointment.

ARTICLE V— MEETINGS

Section 1. Regular Meetings:

1. The Democratic Women of Catawba County shall publicize and hold annually at least eight meetings or major activities, four of which shall be business meetings.
2. The annual meeting to elect officers will be held in March.
3. A quorum is required to conduct business, and shall constitute of one-quarter of members on the official roster (including any written proxies) and three officers.

Section 2. Special Meetings:

1. Special meetings may be called by the President with approval of a majority of members of the Executive Committee.

Article VI – COMMITTEES

Committees may be appointed by the President, or the Executive Committee, as needed to carry on the work of the organization. Committees should submit written reports in a timely fashion to President upon request.

Article VII – PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised, shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

Article VIII – AMENDMENT TO THE BYLAWS

These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the members present and voting; notice of the proposed amendment(s) having been given to the membership at least two (2) weeks prior to the vote.