

DEMOCRATIC WOMEN OF NORTH CAROLINA

CONSTITUTION, BYLAWS & STANDING RULES
(Revised November 2016 DWNC Annual Business Meeting Charlotte, NC)

CONSTITUTION OF THE DEMOCRATIC WOMEN OF NORTH CAROLINA

ARTICLE I NAME

1. The Name of the organization shall be Democratic Women of North Carolina
2. There shall be one recognized organization known as the Democratic Women of that county, except as outlined by the DWNC Bylaws Article I Section 3 #1.

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 North Carolina Democratic Party Executive Committee to strengthen the Democratic party in North Carolina
4. To assist in organizing and maintaining active Democratic Women's organizations at the state, district and county levels.
5. 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 Definition of Member

Any woman who is an active Democrat in North Carolina as defined in the Plan of Organization, Democratic Party of North Carolina, and who pledges herself to the principles of the Democratic Party and to work for the election of Democratic candidates through her local Democratic Women's organization, if such exists, shall be eligible for membership in this organization.

Section 2 Definition of Member-At-Large

Any woman who qualifies for membership in accordance with the provisions of Section 1 of this Article where no county organization exists may become a member of this organization as a member-at-large.

Section 3 Definition of Associate Members

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.

ARTICLE IV OFFICERS, DISTRICT DIRECTORS, AND STANDING COMMITTEES

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

1. President
2. President-Elect/First Vice President

3. Second Vice President
4. Third Vice President
5. Recording Secretary
6. Treasurer

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 NC as their primary residence.

Section 2. The appointed officers of the organization shall be:

1. Corresponding Secretary
2. Parliamentarian
3. Historian
4. Webmaster

Section 3. Standing Committees of this organization shall be:

1. Executive Committee
2. Constitution and Bylaws
3. Nominating
4. Public Relations
5. Fund Development
6. Membership
7. Credentials
8. Finance
9. Legislation
10. Resolutions
11. Database
12. Grievance
13. Special

Section 4. Regional Officers

1. Regional Directors, Deputy Regional Directors and other Regional Officers shall be elected at the annual meeting held in each region in odd-number years, for a term of two (2) years.

Section 5. DWNC Congressional Representatives

1. DWNC Congressional Representatives shall be appointed by the President with Executive Committee approval in odd-numbered years for a term of two (2) years.

Section 6 County Officers

1. In order to certify to the State Party Chair that an organization is in good standing and for the Organization to be entitled to a vote on their local county's Executive Committee, a County Organization shall comply with requirements set forth in Bylaws Article 1, Section 3.
2. Officers of the County Organization shall be elected as set forth in the County's Bylaws.

**ARTICLE V
COMMITTEES**

Section 1. The Executive Committee

1. The Executive Committee shall consist of the elected and appointed officers, Chair of Standing Committees, Regional Directors, DWNC Congressional Representatives and the Immediate Past President.
2. The Democratic National Committeewomen and the female Chair or First Vice Chair of the State Democratic Executive Committee shall be non-voting ex-officio members.

Section 2. Constitution and Bylaws Committee

1. The President with the approval of the Executive Committee of this organization shall appoint the Chair of the Constitution and Bylaws Committee.
2. The Constitution and Bylaws Committee shall consist of the Chair and one member from each Region. Each member shall be appointed to the committee by the Regional Director for her Region and shall serve for a term of two (2) years.
3. The DWNC Parliamentarian shall serve as an ex-officio member.

Section 3. Nominating Committee

1. The Chairman of the Nominating Committee shall be elected from and by the members of the Nominating Committee at the annual convention of the Democratic Women of North Carolina in odd-numbered years and shall serve for a term of two (2) years.
2. The Nominating Committee shall consist of one member from each Region. Each members shall be elected in odd-numbered years at the annual meeting held in each Region and shall serve for a term of two (2) years.

Section 4. Public Relations Committee

1. The Third Vice President shall Chair the Public Relations Committee.
2. The Public Relations Committee shall consist of the Chair and one member from each Region. Each member shall be appointed to the committee by the Regional Director of her Region and shall serve for a term of two (2) years.

Section 5. Fund Development Committee

1. The President with the approval of the Executive Committee shall appoint the Chair of the Fund Development Committee.
2. The Fund Development Committee shall consist of the Chair and one member from each Region. Each member shall be appointed to the committee by the Regional Director for her Region and shall serve for a term of two (2) years.

Section 6. Membership Committee

1. The Membership Committee shall be chaired by the President-Elect/First Vice President.
2. The Membership Committee shall consist of the Chair and one member from each Region. Each member shall be appointed to the committee by the Regional Director for her Region and shall serve for a term of two (2) years.

Section 7. Credentials Committee

1. The President with the approval of the Executive Committee shall appoint the Chair of the Credentials Committee.
2. The Credentials Committee shall consist of the Chair, the President Elect/ First Vice President and the Treasurer.

Section 8. Finance Committee

1. The President with the approval of the Executive Committee shall appoint the Chair of the Finance Committee.
2. The Finance Committee shall consist of the Chair, the Treasurer and one additional member who shall be appointed by the President with the approval of the Executive Committee in even numbered years to serve a term of two (2) years.

Section 9. Legislative Committee

1. The President with the approval of the Executive Committee shall appoint the Chair of the Legislation Committee.
2. The Legislation Committee shall consist of the Chair and one member from each Region. Each member shall be appointed in odd-numbered years to the committee by the Director from her Region and shall serve for a term of two (2) years. The Chair shall appoint additional members to serve as legislative or research assistance as needed.

Section 10. Resolutions Committee

1. The President with the approval of the Executive Committee shall appoint the Chair of the Resolutions Committee.
2. The Resolutions Committee shall consist of the Chair and one member from each Region. Committee members shall be appointed in odd-number years at the annual meeting held in each Region and shall serve for a term of two (2) years.

Section 11. Database Committee

1. The President with the approval of the Executive Committee shall appoint the Chair of the Database Committee.
2. The Database Committee will consist of the Chair of the committee, the President Elect/First Vice-President and one additional member may be appointed by the President if needed with the approval of the Executive Committee to serve a term of two (2) years.

Section 12. Grievance Committee

1. The President with the approval of the Executive Committee shall appoint the Chair of the Grievance Committee and three (3) other members to serve as the committee.
2. The Parliamentarian shall serve on the committee.
3. The appointments shall be made in odd-number years and the members shall serve for a term of two (2) years.

Section 13. Special Committees

1. Special Committees shall be appointed by the President with the approval of the Executive Committee as the need arises.

**ARTICLE VI
MEETINGS**

Section 1 Annual Business Meeting

The Democratic Women of North Carolina shall hold an annual convention in the fall of each year. The time and place of the annual convention shall be set at the preceding annual convention.

Section 2. Annual Regional Meeting

Each Region in the State shall have an annual meeting, prior to May 1, which shall be under the direction of the Regional Director and coordinated with the President of DWNC.

Section 3. Special Meeting(s)

Special meetings may be called by the President, by the majority of the Executive Committee, or upon written request of fifty (50) members of the organization.

ARTICLE VII
OFFICE VACANCY, REMOVAL FROM OFFICE, CHAPTER TERMINATION

Section 1. State Organization

1. Any vacancy arising among the officers or standing committee chairs except Nomination shall be filled by the President of the organization, subject to the approval of the Executive Committee. In the event of a vacancy of the Nominating Committee Chair, the committee members shall elect a new chair from its members.
2. Any person so appointed shall hold office for the unexpired term of the person she succeeds. Officers appointed to complete any unexpired vacancy between elections shall be eligible for a full term of office in the next election.

Section 2. Regional Organization

1. In the event of a Regional Director's vacancy, the State DWNC President, with the approval of the Executive Committee and the Regional Executive Committee if such exists, shall appoint a new Director to serve until the Annual Meeting of the Region at which time a Director shall be elected.
2. Any vacancy arising among the officers or Standing Committee Chairs of the Regional Organizations shall be filled by the Regional Director with the approval of the District Executive Committee if such committee exists.

Section 3. County Organization

1. Vacancies shall be filled in accordance with the Constitution and Bylaws of the County Organization. In a County where there is no Democratic Women's organization, any group desiring to organize one may do so if they meet the criteria outlined in this Constitution under Article III, Section I, and by contacting the Democratic Party Headquarters, or the President of DWNC. (Information can be found in A Guide for Organizing a Democratic Women's Chapter & A Primer for New Presidents of Organized Chapters).

Section 4. Removal from an Executive Committee Office and Termination of a DW Chapter Affiliation

1. Should an officer, regional director, congressional district representative, or committee chair fail to perform the duties of her office, moves out of state or has two absences from the Executive Committee meetings, the Executive Committee may declare the office vacant and the vacancy shall be filled as provided in Section 1 of this Article.
2. Should any county organization fail to pay dues and submit appropriate reports for the current calendar year in accordance with the Constitution and Bylaws of the DWNC and/or is not in good standing with the NC State Board of Elections that county organization shall lose its affiliation with the DWNC.
3. Should any county organization fail to support the principles and objectives of the Democratic Women and the Democratic Party of North Carolina, the state president will so notify the chair of the State Party, that said organization is not in good standing and will no longer have a vote on the County Executive Committee

BYLAWS OF THE DEMOCRATIC WOMEN OF NORTH CAROLINA

ARTICLE 1

The Election or Appointment of Officers, Regional Directors, and Committee Chairs

Section 1. State Officers

1. Officers shall be elected at the annual convention of the Democratic Women of North Carolina in even-numbered years and shall serve for a term of two (2) years. Following the completion of a President's two (2) year term, the President-elect will assume the office of the President. No other officer, except the Treasurer, shall hold the same office longer than two (2) consecutive full terms. Officers appointed to complete an unexpired vacancy occurring between elections shall be eligible for a full term of office in the next election.

2. Nominees for office shall have:
 - a. Demonstrated leadership and administrative capabilities and have served in responsible positions in their local clubs and/or regions.
 - b. Participated in at least two (2) State Conventions and at least two (2) Regional meetings within the previous five (5) years.
 - c. The nominee for the office of Treasurer should have some computer skills, access to the Internet and attend training sessions required by the State Board of Elections.
3. The Nominating Committee presents a slate of officer candidates, however, nominations may be made from the floor. All nominees must be qualified as provided in Article 1, Section 1 of these Bylaws, and consent to have their name placed in nomination.
4. Officers will be elected and installed during the even-numbered year convention. Officers shall assume their duties on January 1 of the odd year, following their election at the fall Convention. The outgoing treasurer is responsible for filing the final report of the election cycle that ends December 31st.
5. Elected officers shall not publically endorse or support a candidate in contested elections involving more than one Democrat.

Section 2. Regional Officers

1. A Regional Director, Deputy Regional Director(s), and other Regional officers shall be elected at the annual meeting held by the Democratic Women in each Region in odd-numbered years, prior to May 1.
2. Regional Directors shall serve for a term of two (2) years.
3. Regional Directors may succeed themselves but may not serve more than two consecutive terms.
4. A Nominating Committee consisting of five members shall be elected in each region at the annual meeting in even-numbered years to present nominees for Regional Officers for succeeding elections. The Regional Nominating Committee shall serve for a term of two (2) years.
5. A Regional Director may serve on the Congressional District Executive Committee as a voting member, if she is appointed by the President to be the DWNC Congressional representative.
6. Regional officers shall not use the DWNC name in contested elections involving more than one Democrat.

Section 3. County Officers

1. There shall be one Democratic Women's organization per county, and that organization shall be known as the Democratic Women's organization of that county. Exception can only be made when multiple counties within a Democratic Women of NC Region request to join together to form a single Democratic Women's organization and then only by an affirmative recommendation from the Regional Director or DWNC President-Elect and approved by the DWNC Executive Committee.
2. County Officers shall be elected in accordance with the Constitution and Bylaws of the Democratic Women's County Organization.

Section 4. State Committee Chair

1. State Committee Chair shall be appointed by the President with the approval of the Executive Committee to serve for a term of two (2) years. They may be reappointed but may not serve more than two consecutive terms.

Section 5. State Nominating Committee Chair

1. The State Nominating Committee Chair shall be elected from and by the membership of the Nominating Committee and shall represent her Region on the Nominating Committee.
2. The State Nominating Committee Chair shall be elected at the meeting on the Nominating Committee held during the annual convention of the Democratic Women of North Carolina in odd-numbered years. She shall serve for a term of two (2) years and may succeed herself, but may not serve more than two consecutive terms.
3. In even-numbered years, the State Nominating Committee shall present a slate of officer's to the President of DWNC for publication in the Call to Convention.

Section 6. DWNC Congressional Representatives

1. DWNC Congressional representatives shall be appointed by the President with the approval of the Executive Committee to serve for a term of two (2) years. They may be reappointed but may not serve more than two terms.
2. One DWNC Congressional Representative shall serve on each Congressional District Executive Committee as a voting member.
3. DWNC Congressional representative may serve as a Regional Director or another DWNC capacity.

ARTICLE II DUTIES OF OFFICERS AND REGIONAL DIRECTORS

Section 1. The President Shall:

1. Preside at all meetings of the Democratic Women of North Carolina and its Executive Committee
2. Furnish to appropriate members list of state, regional, county and local level women officers and committee members.
3. Appoint Committee Chairs and Congressional Representatives with the approval of the Executive Committee.
4. Serve as an ex-officio member of all committees except the Nominating Committee.
5. Coordinate the Annual Regional meetings with the Regional Director.
6. Supervise all affairs of this organization.
7. Represent the organization on the State level by serving on the NCDP Executive Committee and the NCDP Executive Council as a voting member.
8. Issue by mail and/or e-mail the Call to Convention to the total membership at least forty five (45) days prior to the convention date. Post the Call to Convention on the DWNC website.
9. Maintain appropriate records and within thirty (30) days upon completion of her term of office shall submit such records to her successor at a mutually agreed upon time and place.
10. Submit the names of the county presidents of duly organized auxiliary organizations and DWNC Congressional District Representatives to the North Carolina Democratic Party Chair.
11. Submit a copy of the North Carolina Democratic Women's Constitution & Bylaws to the North Carolina Democratic Party State Executive Committee who shall reaffirm the charter.
12. Convene members of the Nominating Committee together at the annual convention held in odd-numbered years for the purpose of the committee electing a Chair.
13. Appoint Special Committees with the approval of the Executive Committee as the need arises.

Section 2. The President-Elect/First 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. Serve as Chair of the Membership Committee.
5. Serve as a member of the Credentials Committee.
6. Automatically assume the office of President at the conclusion of her term as President-Elect/First Vice President.
7. Transfer all appropriate records to her successor upon completion of her term of office.
8. Send membership list and monies collected for membership dues to the Treasurer when received and properly recorded.

Section 3. The Second Vice President shall:

1. Preside at all meetings in the absence of the President and the President-Elect/First Vice President and shall assist those two offices, in all their duties, as requested.
2. Serve as liaison to the other Democratic Party auxiliary organizations, and in this capacity keep those organizations informed of the activities of DWNC, and attend at least one function of each organization during her two (2) year term and report on these activities to the DWNC Executive Committee.

3. Assume the office of President in the event of vacancies in both offices of President and President-Elect/First Vice President.
4. Transfer all appropriate records to her successor upon completion of her term of office.

Section 4. The Third Vice President shall:

1. Preside at all meeting in the absence of the President, President-Elect/First Vice President and Second Vice President and shall assist them as requested.
2. Serve as Chair of the Public Relations Committee.
3. Have computer skills and desktop publishing experience to publish and edit a Newsletter to be published biannually and send via mail and/or e-mail, to all members of the Executive Committee, County Presidents, and the State Democratic Party Chair.
4. Assume the office of President in the event of vacancies in all three offices of President, First Vice President and Second Vice President.
5. 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, Chairs and Regional Directors and all official historical documents.
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 every meeting of the Executive Committee and to the general membership at the Annual Convention, 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.
4. Learn or know the computer program in place to track the DWNC finances.
5. Use the DWNC computer to keep accurate records for the use of the DWNC and State Board of Election.
6. Serve as a member of the Finance Committee.
7. Have the treasurer's books audited or reviewed by an audit committee every two (2) years. Preferably after convention, by October 1.
8. Produce the books for inspection upon request by the President and/or Executive Committee
9. Serve as a member of the Credentials Committee.
10. Transfer all appropriate records and the DWNC Computer to her successor within thirty (30) days upon completion of her term of office.
11. Be bondable.
12. Take the State Board of Elections' Financial report preparation training as required by that office.
13. File the final report of the election cycle that ends December 3^{1st} if she is the outgoing treasurer after convention.

Section 7. The Corresponding Secretary shall:

1. Prepare correspondence at the direction of the President.
2. Send out meeting notices prior to all Executive Committee meetings to all officers, Regional Directors, Standing Committee Chairs, as well as all other members of the Executive Committee.
3. Transfer all appropriate records to her successor upon completion of her term of office.

Section 8. The Parliamentarian shall:

1. Advise the President on matters of parliamentary procedure.
2. Serve as a member of the Constitution and Bylaws Committee.
3. Serve as a member of the Grievance Committee.

Section 9. The Historian shall:

1. Prepare a narrative account of the organizations activities during her term of office which when approved by the DWNC Executive Committee, will become a permanent part of the DWNC official history.

Section 10. The Webmaster shall:

1. Be responsible for the DWNC web site and make sure that it reflects the goals of DWNC.
2. Be the contact person for outside contractors with regards to the web site.
3. Work with the President and 3rd Vice President to add newsletters and Call to Convention to the web site.
4. Work with other committee chairs to ensure accurate and relevant material is posted to the web site in a timely manner.
5. Renew all domains as needed.
6. Add or make changes to the web site. Major changes to look and content will be presented to and voted on by the DWNC Executive Board.

Section 11. The Regional Directors shall:

1. Work closely with the DWNC President and with the Presidents of the County Democratic Women's Organizations within her Region.
2. Appoint Special Committees as needed.
3. Make an effort to organize Democratic Women's Organizations in all counties assigned to her region. Maintain contact with the County Democratic Party Chair or First Vice Chair in unorganized counties.
4. Appoint a member to each of the following state organization committees:
 - Constitution and Bylaws
 - Fund Development
 - Public Relations
 - Membership
 - Legislative
 - Resolutions
5. Fill all vacancies in her Region with the approval of the Regional Executive Committee.
6. Plan and hold an annual Regional Meeting, prior to May 1. The agenda shall include, but not be limited to the following.

ODD NUMBERED YEARS:

- a. Election of a Director, Deputy Regional Director(s), Secretary, and Treasurer.
- b. Election of a member of the State Nominating Committee. (The person elected must have attended at least two (2) annual State Conventions and two (2) annual Regional meetings within the previous five (5) years and must have expressed her intention to attend the organizational meetings of the State Nominating Committee at the next DWNC annual Convention.)
- c. Appoint one member to the State Organization Committees: Membership; Constitution and Bylaws; Fund Development; Public Relations; Legislative and Resolutions, for a period of two years. Send name, telephone numbers, address and e-mail address to State Committee Chairs.

EVEN NUMBERED YEARS:

- Election of a Regional Nominating Committee consisting of five (5) members shall be elected in each region at the annual meeting in even-numbered years to present nominees for Regional Officers for succeeding elections. The Regional Nominating Committee shall serve for a term of two (2) years.
7. Report the names, addresses and telephone numbers of committee members and Regional officers to the DWNC President.
 8. Make such other reports as required by the Standing Rules, the DWNC President, and DWNC Executive Committee.
 9. Transfer all appropriate records to her successor at the conclusion of her term of office.

Section 12. The Deputy Regional Director(s) shall:

1. Assist the Regional Director in all her duties as requested.
2. Preside at all Regional meetings in the absence of the Regional Director.
3. Assume the office of Regional Director in the event of a vacancy.

Section 13. County Officers shall:

In order to certify to the State Party Chair that a county organization is in good standing and for that organization to be entitled to a vote on their local County's Executive Committee, a county organization shall:

1. Elect officers at least biennially and provide their names and current contact information to the State President, President Elect, and Regional Director of DWNC
2. Send their dues and a current membership list with current contact information to the President-Elect/Membership Chair by March 31 of each year
3. File correct paper work with the NC State Board of Elections as required by state statute (NCGS 163-278.7).
4. Publicize and hold annually at least eight meetings or major activities, four of which shall be business meetings with official minutes being recorded and read and the treasurer's report given.
5. Have the treasurer's books audited or reviewed by an audit committee at least every two (2) years.
6. Have the treasurer prepare and submit in a timely manner all reports as required by the State Board of elections.
7. Require the Treasurer to take the State Board of Elections financial report preparation trainings as required by state statute (NCGS 163 278.7)
8. Call upon the resources of the Regional Director or DWNC State Executive Committee should a local organization need help with their structure.

**ARTICLE III
DUTIES OF STANDING COMMITTEE CHAIRS AND COMMITTEES**

Section 1. The Executive Committee shall:

1. Have general supervision of the affairs of the organization between the annual conventions of the organization.
2. Act in emergency situations.
3. Transact all business referred by the general membership.
4. Meet at least three times a year and for special meetings as called by the President.
5. Serve as program committee with host organization for annual convention.

Section 2. The Constitution and Bylaws Committee shall:

A. CHAIR:

1. Chair the meeting of the Constitution and Bylaws Committee.
2. Make necessary grammatical, spelling, and numerical alignment changes as needed. Such changes shall be subject to the approval of the DWNC Executive Committee and shall not require a vote from the general membership.
3. Present to the committee for their consideration all proposed amendments forwarded to her.
4. Upon favorable action of this committee on any proposed amendment, present the amendment in written form to the President in time for it to be mailed/emailed with the Call to Convention.
5. Upon unfavorable action by this Committee on a proposed amendment, give timely notification to its proponents of the action of the committee and of their right under Article VII to have the proposed amendment mailed/e-mailed with the Call to Convention.
6. Transfer appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Review the Constitution and Bylaws annually.
2. Review all proposed amendments and make recommendations to the Annual Convention with respect to their adoption.

Section 3. The Nominating Committee shall:

A. CHAIR:

1. Chair the meeting of the Nominating Committee.
2. Plan, coordinate and effectively oversee the work of her committee.
3. Ascertain eligibility of all nominees in writing (see Article I, Section I, Bylaws) and obtain their consent to serve if elected before presenting their names in nomination.
4. Present the Nominating Committee's slate of nominees to the Annual Convention delegates or designate a committee member to do so in her absence.
5. Transfer all appropriate records to her successor upon completion of term of office.

B. COMMITTEE:

1. Reach agreement prior to asking anyone to serve and obtain consent of all nominees before submitting names in nomination.
2. Provide slate to President in ample time to include nominees in mailing/e-mailing of the Call to Convention.
3. Present a slate of nominees at the Annual Convention in election years.
4. Nominations shall be permitted from the floor, but those nominees must also be qualified as provided in Article I, Section 1 of these Bylaws, and consent to have their name placed in nomination.

Section 4. The Public Relations Committee shall:

A. CHAIR:

1. Chair the Public Relations Committee and all meetings of the committee.
2. Plan, coordinate and effectively implement the work of the committee.
3. Edit a newsletter to be published at least bi-annually and send by mail and/or e-mail to all members of the Executive Committee, County Presidents, and State Democratic Party Chair.
4. Transfer appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Provide news releases and other information concerning this organization to the news media, with approval of the President.
2. Assist the Chair with publishing and distributing the DWNC newsletter and any other public relations materials.
3. Assist the Chair and President with the Call to Convention.

Section 5. The Fund Development Committee shall:

A. CHAIR:

1. Chair the Funds Development Committee and all meetings of the committee.
2. Plan, coordinate and effectively oversee the work of the committee.
3. Present the Executive Committee for their approval, fund raising projects to augment the income of this organization.
4. Transfer appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Review possible fund raising projects to determine their suitability for the statewide organization.
2. Direct and carry out fund raising projects approved by the Executive Committee.

3. Compile a list of successful fund raising projects that the County and Regional organizations have undertaken and share this list with all County Presidents and their Executive Committee.

Section 6. The Membership Committee shall:

A. CHAIR:

1. Chair the Membership Committee and all meetings of the committee.
2. Plan, coordinate and effectively oversee new member recruitment, and member retention.
3. Maintain membership lists submitted by the club presidents and share such lists with the other Executive Committee members who may need this information in connection with their duties.
4. Transfer all appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Prepare various membership recruitment strategies for the County organizations to use that will enable them to recruit and retain members.

Section 7. The Credentials Committee shall:

A. CHAIR:

1. Chair the meetings of the Credentials Committee.
2. Keep current information on the number of votes each county organization has based upon their membership rosters submitted each year.
3. Notify the members-at-large of their proportionate share of their County vote.
4. Present the report of the Credentials Committee at the Annual Convention
5. Transfer all appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Assist the chair with compiling data and preparing the credentials report for the Annual Convention, including identifying the number of registered delegates, the number of guests and the number of elected officials in attendance.

Section 8. Finance Committees shall:

A. CHAIR:

1. Chair the meetings of the Finance Committee.
2. The Finance Committee is responsible for draft and present the budget for DWNC each year at convention.
3. The Finance Chair shall be responsible for the Treasurer transferring all DWNC records and computer at the end of her term.
4. The Finance Committee conducts an audit of the Treasurer's records at the end of her term or hires an accounting firm conduct the audit.
5. Transfer all appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Assist the chair with setting the budget for upcoming year.

Section 9. The Legislative Committee shall:

A. CHAIR:

1. Chair meetings of the Legislation Committee.
2. Plan, coordinate, and effectively oversee the committee's work.
3. Guide the committee in organizing an annual day at the Legislature or other legislature-related event.
4. Transfer all appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Assist the chair with Legislation Day or other related events.
2. Select issues and proposed legislation of interest to women and support and promote them among the membership.

3. Support and promote the issues and specific bills selected by the committee.
4. Encourage Democratic Women to apply for positions on local and state boards and commissions, and to run for public office.

Section 10. Grievance Committee shall:

A. CHAIR:

1. Chair the meetings of the Grievance Committee.
2. Receive grievances in writing.
3. Notify committee and President of receipt of the grievance.
4. Call a timely meeting, per policies and procedures, of the committee upon receipt of the grievance.

B. COMMITTEE:

1. Before a formal hearing, every effort shall be made by the Committee to resolve the grievance to the satisfaction of the aggrieved.
2. To conduct all hearings of a grievance properly brought to the committee by a member, members or county organization by following the agenda in the Policy and Procedure manual.

Section 11. Data Base Committee shall:

A. CHAIR:

1. Chair meeting of the Data Base Committee.
2. Enter all membership information into a master list for the use of DWNC.
3. Provide labels for Call to Convention.

B. COMMITTEE

1. Assist the Data Base Chair.

Section 12. Resolutions Committee shall:

A. CHAIR:

1. Chair the meetings of the Resolutions Committee.
2. Plan, coordinate and effectively oversee the work of her committee according to the policies and procedures of the Resolutions Committee.
3. Distribute proposed resolutions received prior to July 1 to committee members for discussion.
4. Distribute proposed resolutions to the executive committee for approval prior to their presentation to the convention delegation for adoption.
5. Transfer appropriate records to her successor upon completion of her term of office.

B. COMMITTEE:

1. Assist the chair with recommendations for and preparation of each resolution, distribution of completed resolutions to the executive committee and presentation of same to the convention delegates.

Section 13. Special Committees shall:

1. Perform such duties as assigned to them by the President of the organization.

**ARTICLE IV
DUES**

Section 1. Local Dues to State Organization

1. Local Democratic Women's organizations shall pay dues to support the State Organization. The amount shall be set by a majority vote of the membership in the business session at Annual Convention upon recommendations of the Executive Committee.

Section 2. Members-at-Large

1. Members-at-Large shall pay dues to support the State organization. The amount shall be set by a majority vote of the membership in the business session at Annual Convention upon recommendation of the Executive Committee.

Section 3. Associate Members

1. Associate Members shall pay dues to the local Democratic Women organization. The amount shall be set by the local organization.

Section 4. No membership will be underwritten

Section 4. Membership year

1. The Democratic Women of North Carolina shall operate on a calendar year basis, January 1 to December 31 (which correlates to the State Board of Election year).

**ARTICLE V
REPORTS**

Section 1. County Organization Treasurers shall:

1. Forward dues based on current membership to the President-Elect/First Vice President who serves as the Membership Chair of DWNC the names, addresses, e-mail address, and telephone numbers of dues paying members including officers in good standing by the date required by the Standing Rules and continually throughout the year as new members join.
2. Associate member dues, name, address, email address and telephone numbers shall remain at the local organization.

Section 2. County Organization President shall:

1. Forward to the President-Elect/First Vice President who serves as Membership Chair of DWNC and to her Regional Director the names, addresses, e-mail address, and telephone numbers of each dues paying member in good standing by the date required by the Standing Rules and throughout the year as membership grows.
2. The above report shall also include a list of officers serving during the current year.
3. Associate member dues, name, address, email address and telephone numbers shall remain at the local organization.

Section 3. Regional Directors shall:

1. Forward to the President and President-Elect/First Vice President of this organization the names, addresses and telephone numbers of Regional officers and committee members.
2. Make sure other reports as may be required by the Executive Committee.
3. Assist the County Presidents in timely providing their membership lists, officer list and dues, as well as providing timely list of officers serving during the current year, as specified in these bylaws.

Section 4. Committee Chairs shall:

1. Committee Chairs shall submit a written report for review by the members of the Executive Board at each meeting of the Board.

ARTICLE VI – ANNUAL BUSINESS MEETING QUORUM AND VOTING

Section 1. Quorum for Annual Business Meeting

One-third (1/3) of the registered delegates to the annual Convention shall constitute a quorum.

Section 2. Definition of Voting Member (Delegate) for the Annual Business Meeting

A current dues paid member of a local DW chapter, or a DWNC member-at-large, who has paid for the full registration fee of convention.

Section 3. Voting weight for Annual Business Meeting

1. Allocation of Votes: Each Democratic Women's chapter shall be entitled to cast one (1) vote for every twenty five (25) current (*based on final rosters received 30* days prior to the start of Annual Convention) dues paid members, or major fraction thereof. Counties with a membership of less than twenty five (25) shall be entitled to cast one vote.
2. Division of Votes among Delegates present: The delegates who attend a state convention shall be entitled to vote the full strength of their county upon all matters of business which come before the respective state convention, and each such delegate shall cast an equal number of votes which the county is entitled to cast. All votes, which the county is entitled to cast, shall be divided equally among all the delegates in attendance representing that county.

Section 4. Unorganized Counties with Member(s)-at-Large

Counties where no organization exists shall have one (1) vote: therefore, member(s)-at-large attending the annual Convention shall be entitled to a proportionate vote of that County's one (1) vote.

**ARTICLE VII
AMENDMENTS**

Section 1. Receipt of Proposed Amendments

1. A proposed amendment to this Constitution and Bylaws must be presented in written form to the Chair of the Constitution and Bylaws Committee at least sixty (60) days prior to the Annual Convention or special meeting called for that purpose.

Section 2. Informing Membership

1. The President shall send a copy of a proposed amendment, which has received favorable action by the Constitution and Bylaws Committee with the Call to Convention.
2. An amendment which does not receive favorable action by the Constitution and Bylaws Committee shall be mailed with the Call to Convention provided it shall be presented to the President not less than forty-five (45) days prior to the Convention or special meeting and if it is supported by a resolution of endorsement from at least on local organization, and the expense of reproduction and mailing must be advanced by its proponents. Only proposed amendments mailed/emailed with the Call to Convention may be considered by the membership for adoption.
3. The President shall indicate on the proposed amendments mailed/emailed with the Call to Convention whether they have received favorable action by the Constitution and Bylaws Committee. Only proposed amendments mailed with the Call to Convention may be considered by the membership for adoption.

Section 3. Voting on Amendments

1. An affirmative vote of two-thirds (2/3) of the membership present at Convention and voting shall be necessary for the adoption of amendments provided a quorum is in attendance.

**ARTICLE VIII
PARLIAMENTARY AUTHORITY**

The rules contained in Roberts' Rules of Order, Newly Revised, or latest edition, shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of this organization.

STANDING RULES OF THE DEMOCRATIC WOMEN OF NORTH CAROLINA

1. DUES

- A. The dues to Democratic Women of North Carolina shall be:
 - 1. \$4.00 per year per member for members of organized clubs.
 - 2. \$20.00 per year per Member-at Large.

- B. The dues shall be sent to the President-Elect/Membership Chair along with a list of members' names, addresses, e-mail address, and telephone numbers. Dues shall be sent no later than March 31 and then continually sent until August 31 as new members join.

2. GRIEVANCES

DWNC shall provide for the internal resolution of grievances and shall not be subject to the North Carolina Democratic Party Council of Review 9.00. Any aggrieved member may contact the Grievance Chair. The grievance process is found in the Policies and Procedures manual.