



Ward Eight Democrats, Inc. By-Laws

[Amended September 16, 2023]

ARTICLE I: NAME

Section 1: The name of the organization shall be Ward Eight Democrats, Inc.

ARTICLE II: PURPOSE

It shall be the purpose of the Ward Eight Democrats, Inc. to meet the following objectives:

Section 1: Cooperate with the initiative programs and functions of the DC Democratic State Committee.

Section 2: Increase party membership and voting responsibility in Ward Eight.

Section 3: Contribute to the growth and influence of the Democratic Party in Ward Eight.

Section 4: Establish and maintain communication with all segments of Ward Eight.

Section 5: Promote and maintain harmony within the Ward Eight Democratic Party.

Section 6: Increase citizen knowledge of, and participate in the political processes of Ward Eight, the District of Columbia, and the Nation.

Section 7: Develop Party unity.

Section 8: Initiate and maintain communication with Democratic political organizations in other wards of this city.

Section 9: Support Party nominees for public office.

ARTICLE III: OFFICERS

Section 1: Establishment of corporate officers. The officers of this corporation shall be the President, First Vice President, Second Vice President, Recording Secretary, Correspondence Secretary, and Treasurer.

Section 2: Election of Officers. The officers of this corporation shall be elected by secret ballot, by the members at the biennial convention as provided in Article VII, Section 6 of these By-Laws.

Section 3: Eligibility for Office. Each Officer shall be a registered Democrat registered to vote in Ward and be able to demonstrate proof of residency pursuant to Article XIII section (e)XXX.

Section 4: Length of Term. The term of office shall be effectively two (2) years beginning the October General Body Meeting immediately following the biennial convention.

(a) If an October General Body Meeting is not held immediately following the biennial convention, officers duly elected as certified by the DC Democratic Party shall assume office on the third Saturday of October at noon Eastern Standard Time.

Section 5: Vacancies. A vacancy in any office within Section 1 of Article III due to death, resignation, or removal for cause shall be filled by the recommendation of the Executive Committee with the approval of the membership at the next scheduled general meeting. Persons elected through this process shall complete the un-expired term being filled.

(a) Acting Officer. Under the recommendation of the Executive Committee, the President may appoint an Officer to an Acting role for a period of 90 days or no more than three consecutive general meetings.

Section 6: Attendance at Meeting. Officers are expected to attend regular membership meetings or executive meetings as scheduled by the President.

(a) Officers shall notify the Recording Secretary or President at a reasonable time prior to the meetings of an inability to attend meetings

(b) Any officer absent from three (3) consecutive regular or three (3) consecutive Executive committee meetings, with or without notification, may be deemed resigned. At the Executive Committee's recommendation or the President's written request, after three (3) consecutive unexcused absences, the Correspondence Secretary shall provide the officer written notification of this section.

(1) The Executive Committee may recommend notification of this section at the closure of the third consecutive meeting.

(2) The President shall provide three (3) days notice to the Executive Committee of direction to the Correspondence Secretary to notify an Officer of this section after conditions of this section are met. The Executive Committee may not halt the notification of this section as invoked by the President.

(c) Should the of this Section 6(b) pertain to the Corresponding Secretary, action pursuant to this section shall be carried out by a member of the Executive Committee as determined by the highest-ranking Officer as demonstrated by descending order in Section 1 of Article III.

Section 7: Removal of Officers. Any member of the Executive Committee may be removed

for cause which shall be deemed detrimental to the interest and purpose of the organization, by:

(a) The recommendation of the Executive Committee and a two-third (2/3) vote of the membership present and voting at a general meeting or

(b) Two (2), two-third (2/3) votes of the membership present and voting at two separate general meetings

Prior to the removal of any Officer, except as stated in Article III, Section (6), the officer shall be notified in writing by email at least two (2) weeks prior to the first regularly scheduled meeting at which a statement of cause for removal will be presented. A formal motion and a second is required for consideration.

(c) When an Officer is removed who is not present during the final vote of the removal process, the Correspondence Secretary shall notify them of removal and the DC Democratic Party, if applicable, in writing within two (2) weeks of the meeting. The communication shall state the cause of removal and the effective date.

ARTICLE IV: DUTIES OF OFFICERS

Section 1: President. The President shall be the Chief Executive Officer of the corporation. The President shall: preside over all meetings of the Executive Committee, and of the General Body; see that all orders and resolutions are carried into effect; coordinate the work of the corporation; co-sign checks; perform such duties as may be assigned to them by the Executive Committee, except the Nominating Committee, and shall have the general powers and duties incident to the office of the President; appoint acting officers and committee chairpersons with a majority vote of the Executive Committee members present providing a quorum has been established and ratification of the general body (except the Nominating Committee); and be the spokesperson for the organization.

Section 2: First Vice President. The First Vice President shall, in the absence of the President, generally act as the President with all the powers of and subject to the restrictions imposed upon the President; perform such duties assigned to them by the President; chair the party and precinct organization committee, which shall meet at least quarterly; is one of the co-signers of checks; performs all duties of the President in cases where the Executive Committee declares the President's refuses or inability to perform their duties until such time as the Committee finds the limitation no longer exists.

(a) Upon the recommendation of the Executive Committee and a simple majority vote of the membership present and voting at a General Body Meeting, the First Vice President will assume the role of President.

Section 3: Second Vice President. The Second Vice President shall, in the absence of the President and First Vice President, perform duties as defined under Article IV, Section 2, except co-signing of checks. The Second Vice President shall hold quarterly meetings with all the committee chairpersons.

Section 4: Recording Secretary. The Recording Secretary shall attend all regular, special and Executive Committee meetings. The Recording Secretary shall establish meeting agendas with conveners, record and keep a record of the meetings (minutes), which shall include, but not be limited to all: meeting attendees (sign-in sheet), committee reports; shall maintain one book in which the By-Laws and rules of said book, and shall keep a record of all money received and disbursed by the organization; shall perform such other duties as may, from time-to-time, be assigned to him/her by the President. Finance reports from all activities of the organization shall be given to the Recording Secretary. The Recording Secretary shall serve as a member of the Finance Committee.

Section 5: Correspondence Secretary. The Correspondence Secretary shall maintain a current list of all officers, Executive Committee Members, Committee Chairpersons and members, and members. Notify Officers, Committee Chairpersons, and Delegates of their election, will furnish committee chairpersons with proper credentials; shall notify members of the Ward Eight Democrats meetings, assist the President in receiving and responding to correspondence, press releases or any printed materials, upon the direction of the President.

Section 6: Treasurer. The Treasurer shall be responsible for the fund of the corporation and deposit monies in a banking institution, keep a full and accurate accounting of all receipts and disbursements, issue receipts for monies received and checks for expenses; co-sign all checks and vouchers of the organization as may be ordered by the Executive Committee, or majority of members; present a report of all financial transactions at regular and Executive Committee meetings. The Treasurer shall perform general accounting procedures relative to standard accounting practices and other duties as may, from time-to-time, be assigned, by the President. The Treasurer shall serve as a member of the Finance and Fundraising Committee.

(a) The Treasurer shall make an effort to maximize interest and dividend accrual on existing deposits of the corporation using varying banking institution-based account types, including, but not limited to, high-yield savings and brokerage accounts. Secondly, the Treasurer will attempt to identify a banking institution that meets the afore-stated responsibility and has a physical presence in Ward Eight.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1: Committee Members. The Executive Committee shall be subject to Article III, Section 3 of these by-Laws and be comprised of:

- (a) Elected officers pursuant to Article 1 of these By-laws.
- (b) Chairpersons of standing committees of the Ward Eight Democrats;
- (c) Public elected officials, except Advisory Neighborhood Commissioners),
- (d) Members of the DC Democratic State Committee;

(e) The top two Democrat officers of the Ward Eight Young Democrats,

(f) Chairs of local Democratic Party organizations as recognized by the DC Democratic Party

(g) The immediate past President of the Ward Eight Democrats, Inc.

(i) The immediate past President, not subject to Article III Sections 6 or 7, is eligible for this position.

Section 2: Authority and Duties. The Executive Committee shall have the powers to conduct the affairs of the corporation as may be required in the interest of the corporation and in the furtherance of its purpose between regular meetings. The Executive Committee shall have such other specific authority as otherwise provided in these By-laws and may, from time-to-time be designated by the members without prejudice to the general grant of power.

(a) Orientation of Officers. The Executive Committee shall hold an orientation for newly elected officers at the first Executive Committee meeting after the Biennial Convention.

Section 3: Meetings. The Executive Committee shall meet prior to each general membership meeting, as well as special meetings. One-quarter (1/4) of the members shall constitute a quorum. Special meetings of the Executive Committee shall be called at any time by the President, or at least one-quarter (1/4) of the voting members of the Committee, provided a written petition is submitted to the President stating the purpose of the meeting. Each member of the Committee shall be given a twenty-four (24) hour notice in advance of a special meeting by the Corresponding Secretary or a designee of the Committee.

Section 4: Attendance at meetings. Executive Committee Members are subject to Article III, Section 6 of these By-laws.

ARTICLE VI: PARLIAMENTARIAN

Section 1: The Parliamentarian shall be appointed by the President with a majority vote of the Executive Committee members present providing a quorum has been established and ratification of the general body.

Section 2: The Parliamentarian shall advise the presiding officer on questions of Parliamentary law and matters of procedures.

ARTICLE VII: MEETINGS OF MEMBERS

Section 1: Establishment of Regular Meetings. Regular Meetings of the organization shall be proposed by the President, approved by the Executive Committee, and ratified by the general membership at the general meeting following the convention to establish date,

time, and place of regular meetings.

(a) With notice to the Executive Committee and members, the President, or their designee, may alter or cancel meetings.

Section 2: Convening of Special Meetings. Special Meetings may be called, with five (5) day public notice stating the purpose of the meeting, by:

- (a) The President,
- (b) A majority of the Executive Committee, or
- (c) Fifteen (15) members of the organization.

Section 3: Meeting Sites. Meeting Sites for all regular and special meetings shall be held in a forum accessible to all of the public.

Section 4: Quorum for Regular and Special Meetings. A Quorum for a meeting shall be ten (10) members, inclusive of the presiding officer. Once a quorum has been announced, the meeting shall continue until it is adjourned.

Section 5: Order of business. The Recording Secretary shall prepare an agenda for each meeting, consisting of items of business or causes provided by the President, the Executive Committee, or the meeting convener.

(a) At the beginning of a meeting, any member may request that an item be placed on the agenda. Any item not on the established meeting agenda shall be considered with the consent of the majority of members present and voting.

Section 6: Biennial Convention. In September of every odd-numbered year a convention will be held for the purpose of electing officers, adopting a platform and amending the By-laws.

(a) Voting on all ballots taken at the convention shall be predicted on the “one person / one vote” rule and done by secret ballot.

(b) Voting by proxy or in absentia is prohibited.

(c) The Platform Committee, headed by the chair of the Issues/Legislative Affairs Committee, will be convened at the same time of the Nomination Committee as stated in Article XIII of the By-Laws. The purpose of the platform committee will be to develop the platform for adoption at the Biennial Convention in September of every odd-numbered year.

Section 7: Meeting Notification. Every effort shall be made to notify Ward Eight Democrats by via the website and all organization communication platforms. Notification shall be made to all Ward Eight attendees of the convention, general and special meetings and special organizational events.

ARTICLE VIII: MEMBERSHIP

Section 1: Members of the organization shall be registered Democrats who domiciled and reside in Ward Eight and subscribe to the purpose of the corporation. Whenever a member ceases to reside in Ward Eight, and/or to be a registered Democrat, their is no longer entitled to membership of this organization.

Section 2: A member may be identified by their voter registration card or name appearing on the DC Voter Registration roles.

Section 3: The Ward Eight Democrats, Inc. shall actively recruit and seek to maintain members from all precincts of the Ward.

Section 4: Any member may challenge the membership of another member provided that the member challenged can prove he resides in Ward Eight and is a registered Democrat.

ARTICLE IX: TERMINATION OF MEMBERSHIP

Section 1: A membership may be terminated by a change of party affiliation or a change of residency outside the boundaries of Ward Eight.

ARTICLE X: VOTING PRIVILEGES

Section 1: Each member shall be entitled to one vote, which must be cast in person and not be proxy.

Section 2: In order to vote at any meeting, an individual must be registered as a Democrat in Ward Eight and a resident of Ward Eight.

ARTICLE XI: COMMITTEES

Section 1: Standing Committees. There shall be the following standing committees of the organization:

- A. Public Relations
- B. Finance and Fundraising
- C. Membership/Voter Registration
- D. Issues/Legislative Affairs
- E. Program Development
- F. Youth Outreach
- G. Senior Citizens

Section 2: The President shall make the appointments of the chairs of the Standing Committees, which must be confirmed by the Executive Committee and ratified by the membership at a general meeting. These votes shall require a simple majority.

Section 3: Ad-Hoc Committees. The President, the Executive Committee or the regular

membership may create additional committees as may be deemed necessary.

ARTICLE XII: USE OF ORGANIZATION NAME

Section 1: No person shall use the name of this organization in any way which may indicate official sanction by this organization of any candidate without prior authorization by the regular membership of this corporation.

ARTICLE XIII: PROCEEDINGS FOR THE NOMINATION OF OFFICERS

Section 1: Nominating Committee. A Nominating Committee of no more than five (5) but no less than three (3) members shall be appointed by the President at or prior to the June general meeting in the year of the biennial convention for the purpose of vetting and overseeing the nomination of candidates for the September convention.

(a) If the President is seeking re-election, they may nominate members of the Nominating Committee who will be appointed by the Executive Committee.

(i) No member of the Executive Committee seeking elections may vote for Nominating Committee members.

Section 2: Nominated candidates will appear on the ballot at the September convention.

Section 3: Candidate Eligibility. In vetting candidates for inclusion on the biennial convention ballot, the nomination committee shall ensure those seeking candidacy:

(a) Are a registered Democrat with the DC Board of Elections

(b) Attest to domiciled and residing in Ward Eight for a continuous period of one (1) year prior to the September convention. And verified as a bonafide reside of Ward Eight.

(i) A bonafide resident of Ward Eight is verified by:

(1) Deed, Mortgage statement, or Lease

(a) 90 days receipt may be requested to authenticate a lease

(2) Public utility bill

(3) DC Drivers License or Identification Card

(c) Have attended a minimum of four (4) general meetings of the organization over a one (1) year period prior to the September convention verified via the official record of attendance held by the Recording Secretary.

(d) Have no outstanding financial obligations to the organization as confirmed by the Treasurer.

(i) Those seeking candidacy have a right to dispute outstanding financial obligations to the organization. The Treasurer must present proof of an outstanding obligation to the Nominating Committee for the determination of validity with regard to candidacy.

(1) If the Nominating Committee deems the obligation valid, based on the proof provided, the obligation must be paid prior to being deemed eligible by the Nominating Committee.

(2) If deemed not valid by the Nominating Committee, the obligation will have no bearing on the potential candidate.

Section 4: Nomination of a candidate may be made from the floor on the day of the convention. However, the nominating committee will make a determination of candidate eligibility after the convention. Should a candidate nominated from the floor and elected as an officer on the day of the September convention, and be deemed ineligible by the Nominating Committee during a seven (7) day challenge period following the September convention, the second place candidate or finisher in the election shall be awarded the office.

ARTICLE XIV: NOTICES

The Affirmative Action guidelines of the District of Columbia Democratic State Committee will be followed in notices for the annual meetings.

ARTICLE XV: BOOKS AND RECORDS

The Recording Secretary shall keep complete books of accounts and shall keep minutes of the proceedings of its membership, Executive Committee and committees. All books and records may be inspected by any member of its corporation for any purpose at a mutually agreed upon time. The requesting party shall give the Recording Secretary a fifteen (15) day notice.

ARTICLE XVI: PROCEDURES WHERE BY-LAWS ARE SILENT

Roberts Rules of Order, newly revised, shall govern the conduct of meetings, parliamentary procedure and duties of officers and other aspects of this organization in the absence of specific provision in these By-Laws.

ARTICLE XVII: ENDORSEMENT OF CANDIDATES

Section 1: Prior to the election conducted by the DC Board of Elections, the Ward Eight Democrats may hold a meeting for public endorsement. This meeting must take place at least 30 days before the election. The organization must also conduct a forum prior to any

meeting where endorsement will be considered.

Section 2: Endorsement in Primary Elections. Endorsement for Democratic Party office or for nomination as the Democratic candidate for office shall require sixty (60%) of those present and voting. A candidate for any particular office who obtains sixty (60%) or more of the votes cast for that office shall receive the endorsement of the organization. There shall be only one ballot for endorsement, which will be done by secret ballot. A vote for “no endorsement” shall always count equally with a vote for a candidate.

Section 3: Endorsement in non-partisan general elections. The procedure in Article XVII, Section 2 shall apply.

Section 4: Endorsement of initiatives, referendum, and recall. The procedure in Article XVII, Section 2 shall apply.

Section 5: The organization shall make financial and in-kind contributions to its endorsed candidates and positions, as well as distribute sample ballots with the officially endorsed slate.

ARTICLE XVIII: PRECINCT ORGANIZATION/REPRESENTATION

Section 1: The President, with the advice and consent of the Executive Committee, shall appoint two Democrat precinct captains, per precinct at the November meeting following the biennial convention. The appointments must be ratified by the members.

Section 2: The duties of the precinct captains will be determined by the Executive Committee.

ARTICLE XIX: AMENDMENTS

These By-Laws may be amended by a two-third (2/3) vote of the regular membership present and voting at the biennial convention, provided that such amendment has been presented to the By-Laws Committee for research and recommendation to the convention. A thirty (30) day notification of such recommended change shall be given to the membership by the By-Laws Committee. By-laws may also be changed at anytime provided that such an amendment has been presented and read at a regular scheduled monthly meeting. The membership shall have 30 days to consider the amendment and a vote shall take place at the next regular scheduled monthly meeting and will require a 60% vote for approval.