

RADFORD CITY DEMOCRATIC COMMITTEE BY-LAWS

I. NAME, AUTHORITY, AND PURPOSE

- A. The name of the organization shall be the Radford City Democratic Committee, Hereinafter referred to as the RCDC.
- B. The RCDC is organized under the authority of the Virginia Democratic Party Plan.
- C. The purpose of the RCDC shall be to seek the registration of voters, to perfect the Democratic organization within Radford City, and to do all within its power to aid in the victory of Democratic Party nominees in all elections.

II. MEMBERSHIP AND OFFICERS

- A. The RCDC membership shall be composed of three voting members from each election precinct in the city. Each member from an election precinct shall have a designated alternate. Each precinct shall have at least one member and a designated alternate.
- B. Every Democratic elected official currently serving and residing in the city shall be an adjunct voting member of the RCDC by virtue of the office held. These persons are defined as those who ran on the ballot as Democrats and were duly elected.
- C. Every member of the State Central Committee residing in the city shall be an adjunct voting member of the RCDC by virtue of his/her membership on the State Central Committee.
- D. The Young Democrats at Radford University and/or any other Young Democrats organization chartered with the Virginia Young Democrats may elect a representative from that organization to serve as an adjunct member of the RCDC.
- E. The officers of the RCDC shall be chair, vice-chair, treasurer and secretary.

III. MEMBERSHIP PARTICIPATION AND ELECTION PROCEDURES

A. Membership and Participation

1. Every resident of Radford City who believes in the principles of the Democratic Party is hereby declared to be a member of the Radford City Democratic Party
2. Every person who participates as a candidate or voter in a Democratic primary, convention, or caucus must be qualified to vote in the next ensuing general election or special election. No person shall participate in a Democratic primary, convention, or caucus who intends to support a candidate opposed to any Democratic nominee in that general or special election.

B. Election of Committee Members and Alternates

1. The members and alternates of the RCDC shall be elected in caucus by the RCDC on the first Saturday in December or during the week immediately following the first Saturday, including the second Saturday in odd numbered years.

C. Election of RCDC Officers

1. The chair, treasurer, and secretary of the RCDC shall be elected by the members and adjunct members. They need not be members or adjunct members in order to serve.
2. The vice-chair shall be appointed by the chair and need not be a member or adjunct member in order to serve.
3. A candidate for election or appointment to any RCDC office shall reside in Radford City and be qualified to vote in the next ensuing general election or special election.

D. Duties of Officers, members, and Adjunct Members

1. It shall be the duty of the chair to coordinate the affairs of the RCDC, oversee the work of the officers, and other committee chairs: to preside over all RCDC and Executive Committee meetings and to serve as temporary chair of any city caucus. Additionally, the chair shall be the liaison with all elected officials and candidates, the State Party, the State Board of Elections and the Registrar.
2. It shall be the duty of the vice-chair to work closely with the chair in carrying out the duties outlined in Section III, E, 1, and to assume the chair's duties in his/her absence.

3. It shall be the duty of the treasurer to keep an accurate account of all RCDC funds, including keeping a written account of the names, addresses and telephone numbers of all contributors, to writ all checks for expenses incurred, to provide a financial report to the RCDC or the Executive Committee at each meeting, to prepare an annual budget for approval at the January meeting and to file all financial reports required by state and/or Federal election laws.
 4. It shall be the duty of the secretary to provide notice of and record and keep the minutes for all RCDC meetings and Executive Committee meetings, to obtain and keep records of all *ad hoc* committee reports and minutes, to acknowledge in writing the receipt of all contributions received, to produce such other correspondence as may be from time to time required, and to keep record of any other correspondence reports and data produced by the RCDC or received thereby.
- E. Filling of Vacancies
1. Any vacancy occurring during the term of office of a RCDC member or alternate shall be filled by a majority vote of the remaining members and adjunct members of the RCDC. Such vote may be held at a meeting held for that purpose or by a vote taken by telephone contact with each of the remaining members and adjunct members in that election precinct. Names of replacements so elected shall be immediately reported to the secretary and to the RCDC at its next scheduled meeting.
 2. Any vacancy in a RCDC office, except that of vice-chair, shall be filled by a majority vote of the remaining RCDC members, adjunct members and officers present at a meeting specifically called for that purpose or as part of any regularly scheduled RCDC meeting. In the case of the vice-chair, the chair shall appoint his/her replacement as soon as possible upon receiving notice of the vacancy.

IV. MEETINGS AND QUORUM

A. Quorum and Voting

1. The members or their designated alternates, the adjunct members and all officers may vote on matters raised in any RCDC meeting. The chair shall vote last. No proxy votes shall be allowed.
2. Forty percent of the members or their designated alternates, and the adjunct members, and officers shall comprise a quorum for conducting business, except where otherwise specified in these by-laws.

B. Meeting and Notice

1. All meetings of the RCDC shall be open to the public.
2. Called meetings may be held either upon the call of the chair; by at least ten percent (10%) of the members of the RCDC if the signed call is filed with the chair at least fifteen (15) days before the proposed meeting date; or by a vote of the RCDC at a properly convened meeting of the RCDC.
3. Regular meetings shall be twice annually.
4. Notice of any such meetings shall be given in a timely manner by telephone, email or other written notification.

V. REMOVAL OF MEMBERS, ALTERNATES, ADJUNCT MEMBERS AND OFFICERS

- A. The RCDC may remove from either office or membership any person found guilty of neglecting any duty imposed upon him or her. Such action shall not be taken without at least ten (10) days written notice to the accused member and an opportunity for him or her to refute such charges in a hearing before a subcommittee of the RCDC.

VI. COMMITTEES

A. Executive Committee

1. The Executive Committee shall consist of the RCDC officers. The Executive Committee shall meet at least every six months. The Executive Committee is authorized to act on behalf of the RCDC as appropriate. Any actions taken by the Executive Committee shall be reported to the RCDC at its next regular or called meeting.

VII. FINANCE

- A. The officers of the RCDC shall disburse funds and incur expenses pursuant to the approved budget. Any expenditure in excess of \$500.00 shall be undertaken only with the prior approval of the majority of the Executive Committee; any expenditure in excess of \$200.00 shall require approval of two officers.

VIII. PARTICIPATION OF ALTERNATES AND OTHERS AT RCDC MEETINGS

- A. Every RCDC meeting shall be open to any Radford City Democratic Party member. Any party member may appear and engage in the deliberations of the RCDC. However, only members or their designated alternates, adjunct members and officers shall vote on matters brought before the RCDC.
- B. It shall be the responsibility of a committee member to notify the designated alternate if he/she is unable to attend a meeting of the RCDC. The alternate attending in place of a committee member shall so inform the secretary prior to the beginning of the meeting.

IX. DUTIES AND POWERS

- A. The RCDC shall have full charge of the affairs of the Democratic Party of Virginia within the city and full control of the Party's interest in all primary, general and special elections within the city, pursuant to the Virginia Democratic Party Plan.
- B. The RCDC shall follow all the rules and requirements of the Virginia Democratic Party Plan in effect at the time decisions are made and it shall follow Robert's Rules of Order. In the event any portion of these by-laws is in conflict with the Virginia Democratic Party Plan, the Virginia Democratic Party Plan shall take precedence.
- C. It shall be the duty of committee members, adjunct members and officers to seek the registration of voters and to do all within their power to aid the victory of Democratic Party nominees in all elections.

X. AMENDMENTS

- A. These by-laws may be amended at any regular or called meeting of the RCDC by a two-thirds vote, a quorum being present, and provided that a ten day written notice of the proposed amendment(s) has been made available to those eligible to vote.