

WOW

DEMOCRATIC WOMEN OF WESTMORELAND

AFFILIATED CLUB OF PENNSYLVANIA FEDERATION OF
DEMOCRATIC WOMEN

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Approved August 27, 2025

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ARTICLE I: NAME/INTERPRETATION/ PARLIAMENTARY AUTHORITY

Section 1

Name. The name of this organization shall be the Westmoreland Federation of Democratic Women also known as **Democratic Women of Westmoreland County** (hereinafter referred to as **WOW**.)

Section 2

Interpretation For the purpose of these Bylaws: (1) the word "shall" is always mandatory; (2) the pronouns *their* and *them* shall include all genders and will be used instead of he/she and her/him/his (3) where a general provision and a specific provision may conflict, the specific provision shall supersede the general provision unless stated otherwise.

Section 3

Parliamentary Authority The rules contained in Robert's Rules of Order, Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Rules.

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

- advocate the election/appointment of Democrats, especially women, to positions of authority in all branches of government,
- promote the advancement of Democrats, especially women, in both the private and public sectors, and
- promote the Democratic Party's fundamental principles.

ARTICLE III: POLICY

Section 1

This organization will in all its endeavors contribute to the growth and the success of the Democratic Party, and promote the advancement of Democrats, especially women, both within the party and in elected and appointed positions.

Section 2

This organization will not tolerate discrimination on the basis of race, color, religion, age, national origin, gender identity, sexual orientation, or disabling condition by any member or officer of this organization.

Section 3

WOW will support and be an active dues-paying member of the **PENNSYLVANIA FEDERATION OF DEMOCRATIC WOMEN**, hereinafter referred to as **PFDW** and the **NATIONAL FEDERATION OF DEMOCRATIC WOMEN**, hereinafter referred to as **NFDW**.

Section 4

This organization shall be guided by the results of the Primary Elections. It shall neither endorse nor support the candidacy of any person or persons for public office prior to nomination, but shall support aggressively the campaign of nominees and the platform of the Democratic Party. This policy shall in no way prohibit individual members of the organization from supporting the candidate of their choice in any primary election.

ARTICLE IV: MEMBERSHIP

Section 1

Club membership shall be available to all Democratic women. An Associate Membership shall be available for men who support the mission of WOW but do not actively participate in the organization. Associate members do not vote.

Section 2

Dues will be set by a membership vote in October for the upcoming calendar year. Dues are to be paid by March 1. Members who pay their dues after the general elections in November will have dues applied to the next year's dues.

Section 3

Members in good standing are those who have paid their annual dues to WOW.

Section 4

A member shall be immediately removed from the roll for the following (without limitation):

- a. Fraud, dishonesty, or other deliberate injury to WOW in the performance of their duties; or
- b. A current member's conviction of a crime that constitutes a felony regardless of whether such crime involved WOW.

ARTICLE V: OFFICERS

Section - 1

Officers shall be the President, Vice-President, Secretary and Treasurer who are elected by the membership, and the Parliamentarian and Communications Facilitator who are appointed by the President.

Section - 2

The officers shall meet at the call of the President.

Section 3 - Dereliction of Duties

Officers who fail to fulfill their duties will be contacted by the President. The President will investigate and determine if action needs to be taken.

Section 4 – Vacant Positions

If an officer's position becomes vacant, the President will appoint another member to fulfill the remainder of that officer's term.

ARTICLE VI NOMINATION/ELECTION OF OFFICERS

Section 1 - Eligibility

Only active members in good standing are eligible to be nominated, elected or appointed with WOW. To be nominated to an elected position, a woman must have been a member for two years. Active members are those who attend meetings, are involved in committee work, participate in or support the organization's activities and advocate for and endorse the goals of WOW.

Section 2 – Terms of Office

The terms of office shall be for two years. No elected officer shall hold more than two consecutive terms in the same office.

Section 3 – Nominations

A slate of candidates for the offices will be presented at the October meeting by the Nominating Committee. Additional nominations may be made from the floor at the October meeting. Members may not be nominated without their consent. Consent must be in writing if the nominee is not present at the meeting.

Section 4 - Election of Officers

- Voting will be held immediately following the adjournment of the November business meeting.
- Voting is limited to members in good standing.
- Elections shall be by secret ballot. However, there shall be a voice vote if there is no contest.
- Officers will be installed at the December meeting and begin duties in January.
- The Installation Ceremony is included in Appendix A.

Section 5 – Books/Records Turnover

- All officers shall turn over all books and records to the newly elected or appointed officers at the expiration of their term, December 31.
- Two members (not officers) in good standing will be appointed by the President to audit the books annually and at the end of the treasurer's term of office. The results of this audit will be submitted to the membership no later than the February business meeting.

ARTICLE VII: OFFICERS AND DUTIES

Section 1 - President

The President shall:

- preside at meetings,
- appoint a Parliamentarian, and Communications Facilitator,
- appoint the Chairs of committees and serve ex-officio as a member of all committees,
- appoint auditors for annual audit and as necessary,
- prepare a meeting agenda and provide to membership at least three (3) days before the meeting,
- send out notices of meetings and the minutes of the meetings,
- send out weekly updates to the membership,
- countersign all checks issued by the Treasurer or arrange for a designee to do so, and
- prepare an annual budget in cooperation with the Treasurer.

Section 2 - Vice President

The Vice President shall:

- perform such duties as the President may designate,
- fill the office and perform the duties of the President in the event of the President's absence,
- maintain the membership roll and make it available to the membership, and
- submit the report (membership roll) to PFDW by their designated date.

Section 3 - Secretary

The Secretary shall:

- keep accurate minutes of all meetings,
- send the minutes to the President within a week of the meeting to be sent out to the membership,
- report on the minutes at the meeting if needed,
- handle correspondence, and
- manage attendance sheets.

Section 4 - Treasurer

The Treasurer shall:

- receive all monies of the organization and deposit them in a bank designated to receive WOW funds,
- receive all dues and on a timely basis send directory information to the Vice President for the membership log,
- pay all bills in a timely manner but no more than two weeks after the receipt of the bill, and keep an accurate account of all receipts and disbursement,
- send checks to organizations chosen for donations,
- give a report on the finances at each meeting;
- submit the books of account(s) annually, at least two weeks prior to the end of the fiscal year for an internal audit, and at the end of the term of office,
- facilitate necessary signature changes with the bank in a timely manner, and
- assist the President in the development of the annual budget.

Section 5 – Parliamentarian

The Parliamentarian shall:

- provide impartial guidance on parliamentary rules and procedures,
- lead the Governance Committee in an annual review of the By-Laws and chair the By-Laws Committee if revisions are in order.

Section 6 – Communications Facilitator

The Communications Facilitator shall:

- maintain the social media held by the club,
- chair the Public Relations Committee, and
- coordinate public relations of the organization.

Section 7 – Personal liability of members of the Executive Board

No member of the Executive Board shall be liable for any civil damages as a result of any acts or omission relating solely to the performance of their duties, unless the conduct of the Board member falls substantially below the standards generally practiced and accepted in like circumstances by similar persons performing the same or similar duties, and unless it is shown that the Board member did an act or omitted the doing of an act which she was under a recognized duty to another to do, knowing or having reason to know that the act or omission created a substantial risk of actual harm to the person or property of another. (Ref: Pennsylvania Statues Annotated, 42 PA C.S.A. Section 833.2 and Title 15, Subchapter b of Chapters 5, 17, and 57.) This Section shall not relieve any Board member of any liability for any criminal conduct or of her personal liability for any local, state or federal tax.

ARTICLE VIII: STANDING COMMITTEES

In January, the President assigns committee chairs. The President may also establish one or more **ad hoc committees** as needed.

All Committees shall act in an advisory capacity. It shall be the duties of the Chairs of all Standing Committees to perform such tasks as assigned by the President, select committee members, maintain membership list, and to report to the membership at each of its regular meetings.

Recommendations or plans of the committee may be subject to rejection, revision, alteration, and/or approval by the membership. The terms of all Chairs shall be two years.

Section 1 – Governance Committee

This committee is made up of the Officers and Past President of WOW. This Committee, chaired by the President, is accountable to the membership for developing and sustaining a functioning, effective club and membership. PFDW Regional Director may be included in the Governance Committee membership at the discretion of the President. The Governance Committee ensures that the membership is focused on its primary responsibility: to support the election of Democratic women and promote the fundamental principles of the Democratic Party.

Section 2 – Public Relations Committee

This committee promotes the public image and actions of WOW. The Communications Facilitator is the chair of the Public Relations Committee.

Section 3 - Nominating Committee

In September of odd numbered years, the President shall appoint a committee of three (3) WOW members (no officers) in good standing to serve on the nominating committee. This committee will prepare a slate of candidates for all elective offices: President, Vice President, Secretary and Treasurer.

This slate of officers will be submitted at the October meeting. Names will also be accepted from the floor to be added to the slate.

Section 4 - Community Service Committee

This Committee will recommend at least three (3) community service projects each year. It will investigate all manner of the project including when it will occur, how it will occur, and where the items/checks will be received. They will present the entire scope of the project to the membership at regular membership meetings during the year.

Project recommendations and plans may be subject to alterations as needed.

Section 5 – Social Committee

This committee will plan special events and other activities as assigned by the President.

These activities will include all social events to be attended by the membership, such as, parties, and picnics and meeting refreshments as needed.

Section 6 – Action Item Committee

This committee will work on developing Action Items to be acted upon by the members. The chair will send the items to the president and other participating Westmoreland County groups to be sent out in their weekly update.

Section 7 – By-laws Committee

This Committee is chaired by the Parliamentarian who will lead the By-laws Committee in an annual review of the by-laws. The Parliamentarian will present the committee's recommendations for changes to the Governance Committee for its review prior to presenting the recommendations to the membership. If changes are made, other than correcting Scribner's errors or rewording for clarification, changes will be voted upon by members.

Section 8 – Fundraising Committee

This Committee will plan and conduct fundraising activities in consultation with the President and Treasurer.

ARTICLE IX: AMENDMENTS TO THE BY-LAWS

Amendments may be proposed by any member in good standing in writing to the By-laws Committee chair.

These Bylaws may be amended by a majority of the members in good standing at any regular meeting or special meeting, provided that written notice of the proposed amendments shall have been given at least five (5) days prior to such meeting. Voting by proxy or email shall not be permitted to amend the Bylaws.

ARTICLE X: FINANCES

Section 1 - Independent Audit

An independent audit of all **WOW** finances shall be conducted annually and at the end of the term of office of the respective treasurer and a report made to the membership at a meeting no later than

February. Members of the auditing committee shall conduct the audit in accordance with generally accepted accounting principles as prescribed by the American Institute of Certified Public Accountants or any other recognized authoritative body.

Section 2 – Guidelines for Expenditure of Funds

A. Required approval

1. Expenditures in an amount up to \$500 may be approved by the president.
2. Expenditures in an amount over \$500 to \$1000 must be approved in advance by the Officers.
3. Expenditures in an amount over \$1000 must be approved in advance by the membership.
4. All expenditures, either proposed or already incurred must be substantiated by an invoice, receipt, or other documentation provided to the Treasurer.

B. Expenditures

All expenditures are governed by the rules of elections. Direct contributions to political candidates are not permitted under State and Federal Election Statutes.

ARTICLE XI: MEETINGS OF WOW

Schedule of Meetings

WOW shall meet monthly. The President shall determine a regular meeting schedule (same day and time each month) that accommodates the membership.

The location of the meeting will be determined by the Governance Committee.

Meetings shall be in person if possible. If meeting in person is not possible, a virtual meeting may be held instead.

ARTICLE XII: AFFILIATED CLUB OF THE PENNSYLVANIA FEDERATION OF DEMOCRATIC WOMEN, INC.

Section 1 - Dues of Affiliated Clubs

At the date established by PFDW each year, affiliated clubs shall pay per capita dues to the Federation for each paid-up member of the club, (both regular and associate members). The dues amount shall be the same as the dues amount paid the prior year unless action was taken to change the amount at the intervening Convention and notification given to affiliated clubs by at least March 1.

An alphabetized list of club members, with their addresses, emails, and phone numbers shall accompany the payment. Payment and accompanying list shall be received by the Federation Corresponding Secretary, or postmarked, no later than the date established by the PFDW. In order for a club or club members to send/be a delegate and vote at any Convention, the dues payment must be received, or postmarked, as indicated. Members who earn voting privileges are those who have paid their dues and are active in the organization.

Section 2 – List of Club Officers

The Secretary of each affiliated club shall send the list of club officers to the Federation's Corresponding Secretary no later than thirty (30) days after the election.

Section 3 - Rules

The rules of affiliated clubs shall be consistent with the Rules of the Federation.

Section 4 – Subscription to *The Survey*

Each member of an affiliated club for whom the club has remitted dues to the Federation's Corresponding Secretary is entitled to receive the official publication of the Federation, *The Survey*. *The Survey* is available to all members on the PFDW website <https://pafdw.org>

Section 5 – Delinquency

The Corresponding Secretary shall notify any club which has not paid its dues by the date established by the PFDW of its delinquency. The club shall be given from the date of the notice until May 15th to make the required payment. If the payment is not made by that date, the club shall automatically be suspended from the list of affiliated clubs until all dues past and present are paid.

Section 6 – The Federation's Annual Convention

- A. To be eligible to vote at the Annual Convention, club members must have paid their dues to their own club and per capita dues to the Federation.
- B. Affiliated Clubs with at least 10 members may be represented at the Convention.
- C. Affiliated Clubs with at least twenty-five members may be represented by their President and by one additional member. The Club is allotted an additional representative for every 25 members.
- D. No Affiliated Club shall have more than seven (7) voting-eligible delegates in addition to its president.

Appendix A

Installation of Officers

The Pennsylvania Federation of Democratic Women Liaison will be invited to preside at the installation of officers at the December meeting of the Democratic Women of Westmoreland. The installation ceremony will take place in odd numbers years.

If the Liaison is unavailable to preside the outgoing Parliamentarian will preside.

The presiding officer will review the mission of the Democratic Women of Westmoreland to begin the installation ceremony.

The mission of the Democratic Women of Westmoreland is to promote the advancement of Democrats, especially women, in the private and public sector and to promote the fundamental principles of the Democratic Party.

(Each officer is called forward to take their oath of office. The presiding officer will announce each title and ask the individual to stand.)

1. **President:** "Will [Name], the newly elected President, please come forward. As President, you will be the guiding force of this organization, providing leadership and vision. Your responsibility is to lead by example, inspire others, and work diligently to achieve our goals."

President stands and repeats after the presiding officer: "I, [Name], do solemnly swear to faithfully execute the duties of President of Democratic Women of Westmoreland, to uphold the values and goals of this organization, and to serve its members to the best of my ability."

2. **Vice President:** "Will [Name], the newly elected Vice President, please come forward. As Vice President, you will support the President, take on important tasks, step into the role of President in their absence and maintain the membership roll. Your work is integral to ensuring the smooth operation of the organization."

Vice President stands and repeats after the presiding officer: "I, [Name], do solemnly swear to faithfully execute the duties of Vice President of the Democratic Women of Westmoreland, to assist the President, and to help lead this organization toward its goals."

3. **Secretary:** "Will [Name], the newly elected Secretary, please come forward. As Secretary, you will be responsible for keeping accurate minutes of the meeting, and handle general correspondence"

Secretary stands and repeats after the presiding officer: "I, [Name], do solemnly swear to faithfully execute the duties of Secretary of Democratic Women of Westmoreland, to maintain the minutes, handle general correspondence, and to support its leadership with dedication and care."

4. **Treasurer:** "Will [Name], the newly elected Treasurer, please come forward. As Treasurer, you will manage the financial affairs of this organization, ensuring funds are used responsibly and in alignment with our mission."

Treasurer stands and repeats after the presiding officer: "I, [Name], do solemnly swear to faithfully execute the duties of Treasurer of Democratic Women of Westmoreland, to manage its finances with transparency, accountability, and the best interests of our members in mind."

Closing Remarks:

(Leader of the ceremony or presiding officer)

"Thank you to each of you for accepting these important roles and responsibilities. I have full confidence in your leadership and your ability to help guide Democratic Women of Westmoreland toward a bright and impactful future. Together, we will continue to make a difference for women everywhere.

As you step into your new roles, remember the trust and responsibility that come with leadership, and know that we, as a group, are here to support one another in our shared goals.

Let us work in unity and strength to empower one another and create lasting change.

Congratulations to our newly installed officers! May your term of office be one of success, growth, and inspiration."

Closing:

(Leader of the ceremony)

"Thank you all for being here today. This concludes our installation ceremony. We are excited for the journey ahead and look forward to what we will accomplish together. Let's continue to support each other, lift each other up, and remain steadfast in our commitment to our cause."

The ceremony concludes with applause, and the new officers may address the group briefly, if desired.

2025 By-laws Committee

Deborah Allwine

Helen Patricia

Jeanne Smith

Mary Louise Tarara, chair