

Article I: Name

Section 1: The name of this organization shall be Illinois Democratic Women of Will County, and may be referred to as IDWOW.

Article II: Purpose

Section 1: IDWOW is a political organization whose purpose is to help Democratic women get elected to leadership roles in government and work for more participation of women at all levels of government in and around Will County, Illinois.

Section 2: IDWOW will work to fulfill this purpose through the mentorship, support and recruitment of candidates, educational programs, fundraising activities and membership participation in campaigns and elections.

Article III: Membership

Section 1: Membership in IDWOW shall be open to individuals who support the purpose and efforts of the organization.

Section 2: Membership shall be dependent upon payment of dues assessed by the IDWOW Executive Officers and Board of Directors, and the dues amount will be confirmed at the Annual Meeting. The dues shall apply for each calendar year.

Section 3: Every paid member of IDWOW shall have one vote for the election of officers at the annual meeting. Eligibility to vote shall be determined by verification of membership by the Treasurer and/or Membership Chairperson. Each member shall have one vote on all matters of business brought before the board and only members who have paid their membership dues in full, shall be eligible to vote for the election of officers at the annual meeting. See Article VI, Section 1.

Article IV: Meetings

Section 1: The annual meeting shall be held in the first quarter of a new calendar year. It will serve as the organizational meeting for the Board and, when applicable, election of officers.

Section 2: All regular meetings shall be open to members. A fee may be charged for non-members for meetings and other events.

Section 3: All members will conduct themselves in a professional manner at all meetings. The Officers and Board have the right to act to preserve order. Roberts Rule will apply for voting and fiscal purposes, as needed.

Article V: Officers and Directors

Section 1: The Elected Officers shall consist of President, Vice President, Secretary, Treasurer and Sergeant at Arms.

Section 2: The Officers will appoint a five person At-Large Board of Directors to support the following committees: (1) Fundraising, (2) Membership, (3) Programming, (4) Communications, (5) Political, and (6) Financial. A deputy director may be nominated by a Director and approved by the Officers to support a Director At-Large.

Section 3: Terms of the Elected Officers and Board of Directors shall be two years. President and Vice President shall be elected in even numbered years. Secretary, Treasurer, and Sergeant at Arms shall be elected in odd-numbered years.

Article VI: Election of Officers

Section 1: IDWOW members who have paid their membership dues as of September 30 each year shall elect the Officers at the Annual Meeting.

Section 2: The Membership Chair shall submit a slate of officers for consideration to the membership. Voting shall be by ballot, unless a slate is uncontested. Proxy voting shall not be accepted. The Membership Chair will set up guidelines for submitting nominations for the role of Elected Officers.

Section 3: If an office is contested, the Secretary will provide ballots for casting votes. On odd-numbered years when the Secretary is elected, the Vice President will provide ballots, if needed.

Section 4: The Sergeant at Arms shall tally votes with a witness present.

Section 5: Executive Officers elected at the Annual Meeting will assume responsibility no later than April 1.

Section 6: Vacancy for an Executive Office or Board of Director position shall be filled by the elected Executive Officers.

Article VII: Duties and Powers of Officers

Section 1: The President is the principal officer of IDWOW and shall be responsible for administration of IDWOW business. The President shall be ex officio of all standing and ad-hoc committees. The President or her designee has the responsibility to maintain order during all meetings.

Section 2: The Vice-President shall serve in the absence of the President and as an ex officio of all standing committees. The Vice-President will also chair the Finance Committee to receive all records from the Treasurer.

Section 3: The Treasurer shall receive and deposit monies and securities of IDWOW within 5 business days after receipt. The Treasurer shall maintain accurate books reflecting all receipts and expenditures. The Treasurer shall disburse these funds at the direction of the President and Board in a timely manner and give regular accounting of funds, not less than twice a year to the Board and submit a report at the Annual Business Meeting. The Treasurer, or designee, shall be responsible for filing all necessary financial reports with the State Board of Elections, if required, in a timely manner.

Section 4: The Secretary shall keep accurate and official records of IDWOW business meetings and submit a report at the Annual Business Meeting.

Section 5: The Sergeant at Arms will keep order at all meetings and, if necessary, remove any member or guest who is disruptive and/or disrespectful and at the request of the President or her designee.

Article VIII: Committees

Section 1: Standing Committees of IDWOW shall be (1) Fundraising, (2) Membership, (3) Programming, (4) Communications, (5) Political, and (6) Finance (to be chaired by the Vice President).

Section 2: The Fundraising Committee is responsible for raising funds to support the purpose of the organization, keep record of donor lists and historical donations made to IDWOW, and set fundraising goals. The Fundraising Committee will organize a minimum of one fundraising event per year, if possible.

Section 3: The Membership Committee is responsible for working with the Officers and the Board to increase membership. The Membership Committee is to work interdependently with the Finance Committee to ensure all dues are paid and confirm members in good standing, and with the Communications Committee to ensure all members receive notices regarding membership events and programming. The Membership Chair is to keep accurate records of member names and contacts.

Section 4: The Programming Committee is responsible for developing educational and other programs that are relevant to the organization's mission.

Section 5: The Communication Committee is responsible for consistently creating and disseminating information to members. Communication can include, but not limited to, a web page, emails, Facebook, and other social media outlets; the committee should also issue press releases and other public relations communications via multiple outlets and all should be pre-approved by the Vice President or her designee.

Section 6: The Political Committee will focus on the education and recruitment of qualified women candidates to run for positions in and around Will County. The Political Committee may consider possible endorsements and levels of support on a case by case basis.

Section 7: The Finance Committee is responsible for auditing the financial records as maintained by the Treasurer, and supporting the Treasurer in determining any historical discrepancies to ensure accurate records are kept. The Finance Chair will oversee the audit process.

Section 8: All members should participate on one committee.

Article IX: Administration

Section 1: IDWOW shall maintain a PO Box . In addition, an official contact address/phone, if needed. It shall be the address/phone of the President or her designee.

Section 2: The fiscal year shall begin on January 1 and end on Dec 31.

Section 3: All outgoing officers and directors shall surrender any and all accurate records pertaining to the IDWOW organization and immediately to the newly elected officers and within 30 days after the election.

Approval of the by-laws:

These by-laws are hereby duly updated and adopted by a majority vote of the members present.

Adopted this xx day of xxx

By: _____, President

Attest: _____, Secretary