

**CONSTITUTION AND BYLAWS OF  
THE ANDERSON COUNTY DEMOCRATIC WOMEN'S CLUB**

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# **CONSTITUTION AND BYLAWS OF THE ANDERSON COUNTY DEMOCRATIC WOMEN'S CLUB**

As adopted at the organizational meeting held in Oak Ridge, Tennessee, April 13, 1949 and as amended October 2, 1967, April 16, 1973, November 18, 1983, December 14, 1983, October 18, 1989, October 27, 1994, November 20, 1997, November 16, 2000, January 22, 2004, and November 18, 2010.

## **ARTICLE I NAME, PURPOSES, AND MEMBERSHIP**

### **Section 1: Name**

The name of this organization shall be the Anderson County Democratic Women's Club, hereinafter referred to as the Club.

### **Section 2: Purposes**

The main purposes of the Club shall be to promote the interests of the Democratic Party; to inform Democratic women and Anderson Countians on matters of government and politics; to actively support the Democratic nominees in all general elections; to assist Democratic women in the development of political skills and leadership roles in the Democratic Party and to encourage them to seek elective or appointive office.

### **Section 3: Membership**

Any Democratic woman may become a member or any Democratic man may become an associate member by paying the annual dues. Associate members may vote but may not hold office. Upon recommendation of the President, the Executive Board may waive the payment of dues for a member.

## **ARTICLE II POLICY**

### **Section 1: Doctrine**

1. In partisan elections, members of the Club shall not endorse or work for any candidate other than a Democratic candidate. Such actions shall be cause for removing the member from the membership roll.
2. The President of the Club or the Club acting as an organization shall not endorse or support the candidacy of any person for public or party office prior to nomination in the Democratic Primary unless the Democratic nominee has no opposition and seeks only a complimentary vote.
3. Other officers and members may be active on behalf of Democratic primary candidates provided that no public attention is called to their association with the Club for the purpose of promoting such candidates.

### **Section 2: Affirmative Action**

It shall be the policy of the Club to encourage full participation of all minority and cultural groups who subscribe to the purposes of the Club. The deliberations and actions of the Club shall in all ways reflect sensitivity to the diverse groups within our pluralistic, democratic republic.

### **Section 3: Affiliations**

The Club shall maintain membership in the Tennessee Federation of Democratic Women. The Club shall strive for cooperative relationships with any and all official Democratic organizations or individuals in the county, state and nation, and may, by vote of the membership, form or sever any such affiliations.

## **ARTICLE III CLUB MEETINGS**

### **Section 1: Regular Meetings**

Unless otherwise directed by the Club or the Board, regular meetings shall be held monthly.

### **Section 2: Annual Meeting**

One regular meeting each year shall be known as the Annual Meeting and shall be for the purpose of electing officers and the Nominating Committee, receiving the annual report of officers and committees, and for any other business that may arise.

### **Section 3: Special Meetings**

A Special Meeting of the Club for the purpose of transacting business may be called by the President or a majority of the Executive Board, provided all members shall be notified in writing or by telephone eight (8) days in advance of the date of the meeting. Such notice shall state the purpose for which the meeting is called. Business transacted at such a meeting shall be limited to that stated in the notice or call.

### **Section 4: Quorum**

Ten percent (10%) of the voting membership of the Club shall constitute a quorum at any regular or special meeting.

## **ARTICLE IV GOVERNANCE AND ORGANIZATION**

### **Section 1: Governance**

Except as otherwise stated in these bylaws, the governance of the Club shall be by the actions of the Executive Board, hereafter referred to as the Board.

### **Section 2: Organization of the Board**

The Board shall consist of the officers of the Club, the immediate past president, and the chairs of nominating, standing and permanent committees. All officers shall have been members in good standing for a period of not less than twelve (12) months.

### **Section 3: Responsibilities of the Board**

The Board shall plan the activities and programs for the Club. The Board shall determine the membership dues and approve a budget annually. It may authorize expenditures not included in the budget. The Board shall make recommendations for publications and actions concerning political and governmental matters. It shall determine the recipients and amounts of contributions to Democratic candidates. The Board shall transact the routine monthly business of the Club. The Board shall seek to know when Club members are ill or in need of assistance, and shall meet the need of said member(s) appropriately on behalf of the Club, may initiate and carry out service projects in the name of the Club, and shall recognize significant events in the lives of members and friends of the Club.

### **Section 4: Board Meetings**

The Board shall meet monthly at least two weeks prior to the regular membership meeting at a time and place announced in the Newsletter. All meetings shall be open to members and the Board shall encourage attendance and welcome suggestions made by members of the Club. The President may call other meetings of the Board as necessary and may make changes in times and meeting places as needed.

### **Section 5: Quorum of the Board**

A quorum of the Board shall consist of fifty-one (51) percent of members.

**Section 6: Club Year**

The Club Year shall correspond to the calendar year. Newly elected officers shall assume their duties on January 1 of each year.

**Section 7: Parliamentary Authority**

The rules contained in Robert's Rules of Order (Newly Revised) shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Club.

**Section 8: Amendments to Bylaws**

Amendments to these bylaws may be made by a two-thirds vote of the members present at the Annual Meeting provided that any person or persons intending to propose amendments shall notify the President in writing, setting out proposed amendments at least six (6) weeks before the Annual Meeting. Upon receipt of such notice, the President shall arrange to notify each Club member in writing of such proposed amendments at least one (1) month before the date of vote on such proposed amendments.

**ARTICLE V  
OFFICERS**

**Section 1: Election and Term of Office**

The election of officers of the Club will take place at the annual meeting. A slate of officers shall be presented by the Nominating Committee. The President shall call for further nominations from the floor. Persons nominated from the floor must be present and agree to serve if elected. If there is more than one nomination for an office, the voting shall be by secret ballot. If there is only one nomination for an office voting may be by acclamation. The Officers of the Club shall be President, Vice President, Secretary, Treasurer, Newsletter Editor and Hospitality. Their term of office is one year. No one may be elected to the same office for more than two consecutive terms, but may be elected to the same office again if a year intervenes between the previous two terms.

**Section 2: Responsibilities of Officers**

**President:** The President shall preside over all meetings, sign all official papers and documents, but shall not issue or assign, publish or cause to be published any papers, letters or documents as an act of the Club without the approval of the Board. She shall keep all records of the Club in some secure place and shall not allow any record or document committed to her care to be removed from the files of the Club without the approval of the Board. She shall be responsible for transferring all records to the incoming President at the end of her term. She shall be empowered to sign checks as needed in the absence of the Treasurer. The President shall have such other duties and authority as prescribed by parliamentary usage, and she shall be a member ex-officio of all committees except the Nominating Committee. She shall also assume the role of Special Projects Chair, in compliance with the Tennessee Federation of Democratic Women and shall report to that body in a timely manner.

**Vice-President:** The Vice-President shall preside over all meetings duly and legally held, in the absence of the President, and shall perform such other duties prescribed for her office by parliamentary practice. She shall carry out plans for programs as directed by the Board, and may appoint a committee of members to help her with this responsibility. She shall be responsible for arranging for the transportation and lodging, when necessary, of program guests of the Club.

**Secretary:** It shall be the duty of the Recording Secretary to keep the minutes of all meetings where business is conducted, including meetings of the Board, and to make a copy of the minutes of every meeting, which copy shall be given to the President prior to the following meeting. It shall be the duty of the Secretary to keep all correspondence pertaining to any Club business up-to-date and in order, to prepare any correspondence for proper approval and signature, as directed by the President. She shall be responsible for notices of special meetings. She may coordinate correspondence to the membership with the Newsletter Editor's mailings.

**Treasurer:** The Treasurer shall accept all money received by the Club, report the receipts, disbursements and the cash balance at each monthly Board meeting. The Treasurer shall deposit all money in a bank approved by the Board. She shall request of each committee chair an itemized account of money spent by that committee. She shall keep an up-to-date membership roster and submit an annual end-of-year report and state federation membership dues in compliance with the bylaws of the Tennessee Federation of Democratic Women. The Treasurer shall serve as political treasurer for the club and shall be responsible for reporting to state and local election commissions as required by law.

**Newsletter Editor:** It shall be the duty of the Newsletter Editor to send out a monthly notice to the entire membership at least eight (8) days prior to the monthly meeting informing them of dates and events and shall seek to promote interest in the Club and its activities by making public such activities via all news media in the county. She shall keep an up-to-date membership roster by coordinating with the Treasurer to provide an accurate mailing list.

**Hospitality:** It shall be the duty of the Hostess to make all arrangements for meeting places of the Club, including Board Meetings. It shall be her duty to receive reservations, to see that the meeting room is properly set up, and she shall compile for the Treasurer records of any expenditures incidental to the obtaining of such places of Club meetings. She shall report to the Board the number attending the previous dinner meeting.

**Section 3: Duties of the Parliamentarian**

The immediate past president shall be the Parliamentarian. It shall be the duty of the Parliamentarian to advise the officers concerning the proper order of business and to answer questions about parliamentary procedures that may arise during the course of the meeting. It shall further be the duty of the Parliamentarian to write into the bylaws such changes as are made by the general membership in accordance with Article IV, Section 8.

**Section 4: Absences and Vacancies in Office**

All vacancies in any offices of the Club shall be filled by the election of a successor by the Board at its next regular meeting. The absence of any officer for two (2) consecutive Board meetings without sufficient reason, as approved by the Board, shall be cause for removal from office.

**ARTICLE VI  
COMMITTEES**

**Section 1: Nominating Committee**

The Nominating Committee shall consist of three members elected at the Annual Meeting. It shall be the duty of the committee to prepare a slate of candidates for office to be voted upon at the next Annual Meeting and also to include candidates for a Nominating Committee to serve the following year. Such slate shall be presented to the Newsletter Editor in writing, to be mailed to each member with the notice of the Annual Meeting.

**Section 2: Standing Committees**

There shall be standing committees whose chairs shall be appointed by the President. These committees shall be:

Budget	Membership
Legislative	Scholarship
Hospitality	Audit

Committee chairs shall appoint members to their committee as needed. It shall be the duty of all Standing Committee chairs to attend Board meetings. More than two (2) absences without sufficient reason shall be cause for removal at the President's determination.

**Section 3: Duties of Standing Committees**

The duties of the Standing Committees of the Club shall be as follows:

**Budget:** The Budget committee shall study the needs of the Club's program with regard to finances and

shall prepare a budget and submit it to the Board for approval at the February meeting.

**Legislative:** The Legislative Committee shall study desirable and pending legislation at all governmental levels and shall inform the Club membership and recommend action when appropriate.

**Hospitality:** It shall be the duty of this committee to assist the Hospitality officer to receive reservations, to see that the meeting room is properly set up, and any other assistance as may be required.

**Scholarship:** A scholarship to a female high school senior in financial need, with the academic skills necessary to succeed, and goals shared by the Democratic Party. The scholarship shall be funded from the Anderson County Democratic Women's Club Scholarship Fund (formerly known as the Audrey Prince Memorial Fund) when money is available and/or applications are solicited and received. The scholarship committee shall be responsible for distributing and collecting the applications. The Board will make the final decision on the recipient.

**Membership:** The Membership Chairperson may appoint a Membership Committee to help devise such plans for enrollment and records of members as are needed, and shall seek to enroll new members for the betterment of the Club. The Chair shall maintain an up-to-date membership roster and furnish a list of new members to the Newsletter Editor and the Treasurer monthly and to the full membership with the June newsletter. The committee shall meet and greet members and prospective new members at all meetings.

**Audit:** The Audit Committee shall audit the books of the Treasurer at the end of the Club's fiscal year (December 31) and report to the Board in February.