



Official Bylaws of Cowtown Democrats

Rev. 06/2025

ARTICLE I. NAME AND PURPOSE

Section 1 – Name

The name of this organization shall be *Cowtown Democrats*.

Section 2 – Purpose

The purpose of Cowtown Democrats shall be to:

1. Promote Democratic values and policies in Fort Worth and surrounding areas.
 2. Support Democratic candidates at the local, state, and national levels.
 3. Engage the community through education, outreach, and civic participation.
 4. Foster an inclusive and active local Democratic community.
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ARTICLE II. MEMBERSHIP

Section 1 – Eligibility

Membership shall be open to all individuals who:

- Identify as a Democrat, and
- Support the principles and platform of the Democratic Party, and
- Are at least 18 years of age.

Section 2 – Dues

Members pay \$20 each to join. Annual dues shall be \$20 yearly, to be invoiced January 1 of each calendar year and due by January 31. For members who join from July to December during their first year, annual dues shall be \$10 each.

Section 3 – Good Standing

Members in good standing shall be current in dues and not in violation of the bylaws or any code of conduct adopted by the organization.

ARTICLE III. OFFICERS



Section 1 – Officers

All Officers must be members of Cowtown Democrats. The Officers of Cowtown Democrats shall be:

- President
- Vice President
- Secretary
- Treasurer

Section 2 – Committee Chairs

Committee Chairs must be members of Cowtown Democrats.

- Communications Coordinator
- Events Coordinator
- Membership Coordinator
- Voter Registration Coordinator

Section 3 – Term of Office

Officers shall serve for a term of one (1) year and may be re-elected without limit. Committee Chairs shall be nominated by the President, subject to ratification by the Executive Committee, for a term of one (1) year.

Section 4 – Duties

- **President:** Preside over meetings, represent the club publicly, and oversee club functions.
- **Vice President:** Assist the President and assume duties in their absence.
- **Secretary:** Maintain records, take minutes, and manage correspondence.
- **Treasurer:** Maintain financial records, manage dues, and report on finances. Oversee management of the “Cowtown Political Action Committee,” referred to as “Cowtown PAC.”
- **Communications Coordinator:** Creates content for email promotions and social media posts. Manages online public profile, including the Cowtown Democrats website and social media collaborations.
- **Events & Fundraising Coordinator:** Propose and organize club events, direct fundraising strategy and execution, and ensure events and fundraising projects align with the mission and vision of the club.
- **Membership Coordinator:** Develop and engage recruitment strategies for members and volunteers, onboard new members and volunteers, coordinate renewals, and maintain membership records (in conjunction with the Secretary).
- **Voter Registration Coordinator:** Plan and execute voter registrations drives, distribute non-partisan voting information, and coordinate GOTV efforts with the Political Action Committee.

Section 5 – Vacancies

With the exception of the President, vacancies of the Officers and Committee Chairs shall be



filled by appointment of the Executive Committee. A special election by the membership shall be held in case of the vacancy of the President. A 30-day notice shall be given to the membership.

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1 – Composition

The Executive Committee shall include the elected Officers.

Section 2 – Powers and Duties

- Conduct the business of the organization between general meetings.
 - Propose and approve the annual budget.
 - Establish committees as deemed necessary.
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ARTICLE V. MEETINGS

Section 1 – General Meetings

General meetings shall be held on the third Tuesday of every month or as determined by the Executive Committee.

Section 2 – Quorum

A quorum for general meetings shall be 25% of members in good standing or 10 members, whichever is greater.

Section 3 – Special Meetings

Special meetings may be called by the President, a majority of the Executive Committee, or by petition of 25% of the membership no sooner than two weeks from the meeting date.

ARTICLE VI. ELECTIONS

Section 1 – Timing

Elections for Officers shall be held every year during the December General Meeting. Elected Officers will assume office the date of the following January Meeting.

Section 2 – Nominations

Nominations shall be open for consideration beginning the date of the November General Meeting and will close immediately prior to the vote at the December General Meeting.



Section 3 – Voting

The Executive Committee shall manage the vote count. Elections shall be conducted by paper ballots. A simple majority of votes is required to elect.

Section 4 – Election Data

The Secretary shall provide voting members' contact information to candidates running for Officer positions. Candidates receiving this information must sign a Non-Disclosure Agreement (NDA). This information shall only be viewable during the duration of the campaign period. Once the election window has completed, no candidate shall use any data for other purposes.

Section 5 – Outgoing Process

Outgoing Officers and Committee Chairs shall transfer all documents, account access, and other club materials to incoming officers within 30 days of election.

ARTICLE VII. ENDORSEMENTS

Section 1 – Procedure

Endorsements of candidates or ballot measures shall be proposed by a majority vote of the Executive Committee and submitted to a majority vote by the membership for approval.

ARTICLE VIII. AMENDMENTS

Section 1 – Proposal

Amendments to these bylaws may be proposed by:

- A majority vote of the Executive Committee, or
- A petition signed by 20% of the membership.

Amendments may be proposed biannually, in January and July, to be voted upon for adoption in February and August, respectively.

Section 2 – Notice and Adoption

Proposed amendments must be submitted in writing at least 30 days prior to the vote, or according to the determination of the Executive Committee. Adoption requires a two-thirds (2/3) vote of members present at a general meeting.

ARTICLE IX. RULES OF ORDER

Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, unless otherwise specified.



ARTICLE X. COMMITTEES

Section 1 – Standing Committees

The following standing committees shall be established as deemed necessary by the Executive Committee to carry out the work of COWTOWN Democrats:

1. **Communications Committee:** Manages internal and external communications, social media, website, and press relations. Chaired by the Communications Coordinator.
2. **Events & Fundraising Committee:** Plans and organizes meetings, fundraisers, and community events. Chaired by the Events Coordinator.
3. **Finance Committee:** Supports the Treasurer in managing the budget, the COWTOWN PAC, and financial planning. Chaired by the Treasurer.
4. **Membership Committee:** Responsible for recruitment, retention, and engagement of members. Chaired by the Membership Coordinator.
5. **Political Action Committee:** Coordinates support for Democratic candidates, campaigns, and ballot initiatives through the COWTOWN Political Action Committee. Chaired by the President.

Section 2 – Ad Hoc Committees

The President, with the approval of the Executive Committee, may establish ad hoc committees as needed for special projects or temporary initiatives.

Section 3 – Committee Composition

Each committee shall consist of a minimum 3 members (maximum of 7) including the chair outlined in Article X, Section 1. Before business can be conducted, a vice chair and secretary of the committee shall be appointed.

Section 4 – Committee Chairs

Chairs of standing committees shall be made up of the Executive Committee members outlined in Article X, Section 1. If a chair vacancy arises, the vice chair shall assume the chair role until the President nominates a replacement, subject to approval by the Executive Committee.

Section 5 – Committee Membership

Any COWTOWN Democrats member in good standing may volunteer to serve on one or more committees. Committee chairs may also recruit committee members.

Section 6 – Committee Meetings and Reports

Committees shall meet as needed and provide reports at general meetings or upon request by the Executive Committee.



ARTICLE XI. THE COWTOWN POLITICAL ACTION COMMITTEE (COWTOWN PAC)

Section 1 – Establishment

Cowtown Democrats shall maintain a Political Action Fund for the purpose of supporting Democratic candidates, campaigns, ballot initiatives, and voter mobilization efforts consistent with the club's mission and values.

Section 2 – Structure

1. The Political Action Fund shall be administered by the Treasurer under the supervision of the Executive Committee.
2. Expenditures must be approved by a majority vote of the Executive Committee and reported to the general membership.
3. All fund activity must comply with applicable local, state, and federal campaign finance laws.

Section 3 – Fundraising and Contribution

1. The club may solicit voluntary contributions specifically designated for the Political Action Fund.
2. Dues or general club funds shall be allocated to the Political Action Fund with a majority of the Executive Committee and majority general membership approval. This shall be provided as a budget item or budget amendment.
3. Contributions shall be accounted for separately from general operating funds.

Section 4 – Use of Funds

Permissible uses of the Political Action Fund include, but are not limited to:

1. Financial support for endorsed Democratic candidates or campaigns.
2. Production of voter guides, flyers, advertisements, or mailers supporting endorsed positions.
3. Expenses related to get-out-the-vote (GOTV) efforts, such as phone banking and canvassing materials.
4. The creation and production of events and political programming.

Section 5 – Reporting

1. The Treasurer shall present a financial report on the Political Action Fund at least quarterly to the Executive Committee.
2. The Treasurer must include the Political Action Fund in any reports provided to the general membership.
3. All disbursements shall be documented and made publicly available to members upon request.



4. The Treasurer shall complete all documents required by the state campaign contribution laws.

ARTICLE XII. DISSOLUTION

Dissolution of Cowtown Democrats may be proposed through a petition signed by 20% of the membership, subject to approval by a supermajority of the Executive Committee. Following approval by the Executive Committee, a supermajority vote of the membership is required to approve Dissolution. Upon dissolution, any remaining assets shall be donated to the Tarrant County Democratic Party or Texas Democratic Party, to be specified during the membership vote for dissolution.