

VALENCIA COUNTY FEDERATION OF DEMOCRATIC WOMEN

BY – LAWS

ARTICLE I - Name

The organization shall be known as the Valencia County Federation of Democratic Women (VCFDW)

ARTICLE II – Mission and Objectives

1. Mission Statement

Our mission is to unite women of the Democratic Party of Valencia County and to fully participate at every level of the Democratic Party of New Mexico.

2. The **Objectives** of the organization shall be:

- 2.1 Inform and educate the membership on issues and activities vital to the Democratic Party and to support said activities for the fulfillment of the same.
- 2.2 Support the Democratic Party and to work for the election of Democratic Party candidates in General Elections. Individual members are encouraged to actively support the candidates of their choice in Primary Elections.
- 2.3 Encourage Democratic women to become involved in the political process, including running for office.
- 2.4 Lend support to the Democratic Party of New Mexico and to the Democratic Party of Valencia County.
- 2.5 Promote opportunities for training, involvement and opportunity for a robust and active organization.
- 2.6 Prohibited activities of the VCFDW organization.
The VCFDW organization shall not:
 - 2.6.1 Endorse candidates in a Primary Election.
 - 2.6.2 Allow the use of its name (or logo) in any advertisement or written material without prior written consent of the Executive Board.
 - 2.6.3 **VCFDW members shall not support any candidate of an opposing party.**

Article III: Membership and Dues

1. Membership

- 1.1 The VCFDW members shall be registered Democrats in Valencia County, Individuals, Honorary Members and Youth Members.
- 1.2 A member-in-good-standing is one who conducts oneself in accordance with the By-Laws and Policies & Procedures of the VCFDW and whose dues are paid.
- 1.3 Honorary Members – An individual who has rendered service to VCFDW and who has an honorary membership conferred upon them by VCFDW but cannot vote or hold office unless also a member-in-good-standing of VCFDW. Nominations for honorary membership shall be made in writing by a member-in-good-standing and submitted to the Executive Committee for approval.
- 1.4 Youth Members – Youth members between the ages of 15 and 18 may also be Affiliated Members. Such members in this category, by Federal Statute, must not contribute contributions, either financial or in-kind, and no membership dues will be required of members in this category.

2. Dues

- 1.1 Assessment and Payment – The Annual Dues of VCFDW shall be determined by The Executive Board for each calendar year, \$10.00 of which are the annual dues to be paid to the NMFWD, thus guaranteeing membership in the NMFWD and the National Federation of Democratic Women.
- 1.2 Due Date – Dues shall be received by the Treasurer of VCFDW at least thirty (30) days prior to any meeting in order for that member to be in good standing.
- 1.3 Application of Fees – Dues are collected based on the fiscal year: January 1 – December 31.

Article IV – Meetings and Quorum

1. General Meetings - VCFDW shall hold one (1) General Meeting per year for the purpose of conducting regular business.

- 1.1 Agenda. All meetings shall consist of a business session, and a program or workshop.
- 1.2 Date and Location. The Executive Board shall determine the date and location for a General Meeting.
- 1.3 Budget. The VCFDW Treasurer will present the annual Budget, as approved and recommended by the Executive Board, to the General Membership.
- 1.4 Nominating Report. The report of the Nominating Committee and the Election of Officers shall occur during the General Meeting of each odd numbered year.

2. Special Meetings – may be called by the President or by the majority of the Executive Board as needed.

3. Quorum and Voting

3.1 Quorum. The presence of twenty percent of the members-in-good-standing, including officers, shall constitute a quorum for the transaction of business at any scheduled meeting of the VCFDW.

3.2 Voting Eligibility

3.2.1 The VCFDW Treasurer shall certify each member-in-good-standing and,

3.2.2 Shall compile the list of members-in-good-standing ten (10) days prior to the annual meeting on odd-numbered years, at which election of officers will be conducted.

3.2.3 Members in arrears shall not have a vote.

4. Notice of Meetings - Thirty (30) days prior to a meeting, the President will notify the members-in-good-standing, individual and honorary members of the meeting date, time and purpose of the planned meeting.

4.1 Notification of meetings may be done via mail and/or social media to members.

5. Proxies – Each member must be physically present to vote, as proxies are not accepted.

Article V – Officers

Elected officers shall be as follows: President, Vice President, Secretary, and Treasurer.

1. Eligibility

1.1. Only members-in-good-standing, as certified by the Treasurer, shall be eligible to nominate officers and/or hold office.

1.2 To be eligible to hold office, a nominee must be a member-in-good-standing for 6 months and have attended at least four (4) meetings or sponsored events.

1.3 Elected officers shall assume office immediately following elections or appointment. Installation shall be held at the meeting of the election, if feasible.

2. Election of Officers

2.1 Election of officers shall be held at the annual meeting of the odd-numbered years.

- 2.2 Election of officers shall be by secret ballot when there is more than one (1) nominee for an office.
- 2.3 Terms of office shall be for two (2) years.
- 2.4 Officers of VCFDW shall serve no more than two (2) consecutive terms.
3. Vacancies
 - 3.1 In the event the office of the President becomes vacant, the Vice-President shall immediately assume that office for the remainder of the term.
 - 3.2 In the case of a vacancy of any other office, the President shall present to the Executive Board the name of an individual(s) qualified to fill that vacancy upon approval of the majority of the Board.
4. Replacement of Officers
 - 4.1 An evaluation of performance shall be required by the Executive Board for removal of any officer as determined by a two-thirds (2/3) vote.
 - 4.2 Any officer may be removed and replaced upon the following grounds:
 - 4.2.1 Failure to attend three (3) unexcused consecutive regular, special and/or Executive Board meetings.
 - 4.2.2 Neglect, failure and/or refusal to discharge duties of the office.

Article VI: Duties of Officers and Executive Committee

Officers of VCFDW shall perform the duties usually performed by such officers, together with such duties as shall be prescribed by the By-Laws or the Executive Board to include the following responsibilities:

1. **President** shall have general supervision over the affairs of the VCFDW.
 - 1.1 Preside over all general meetings, Executive Board and Committee meetings.
 - 1.2 Review and accept all official documents.
 - 1.3 Appoints a Parliamentarian, as needed.
 - 1.4 Signs checks of the organization in conjunction with the Treasurer.
 - 1.5 Act as an ex-officio member of committees, except the Nominating Committee.
 - 1.6 Act as the custodian of records and transfer all records to her successor.
 - 1.7 Support all Democratic Candidates running for offices.
 - 1.8 Serve as a member of the Executive Board and Executive Committee of the VCFDW.
2. **Vice President** shall conduct meetings in the absence of the President and assist the President in carrying out her duties.

- 2.1 If the office of the President becomes vacant, she shall succeed automatically to that office.
 - 2.2 Serve as a member of the Executive Board and Executive Committee of the VCFDW.
3. **Secretary** shall be responsible for the minutes of all meetings of the VCFDW Executive Board, Executive Committee and General Meetings.
- 3.1 Receive and maintain reports from the Officers and committees.
 - 3.2 Review and advise all official documents.
 - 3.3 Serve as a member of the Executive Board and Executive Committee.
 - 3.4 Shall be the repository of records of meetings in the VCFDW Official Minutes, and other communications as required or requested, and shall transfer the records to her successor immediately upon election.
 - 3.5 Maintain the list of membership as provided by the Treasurer.
4. **Treasurer** shall maintain the care and custody and reporting for all VCFDW funds, including:
- 4.1 Serve as Chairperson of the Budget and Finance Committee.
 - 4.2 Present, implement and manage the Annual Budget
 - 4.2.1 Prepare a proposed budget for the Finance Committee to review and adopt for recommendation to the Executive Board.
 - 4.2.2 Present the Finance Committee's recommended budget to the Executive Board at the last meeting of the current year for their consideration and adoption.
 - 4.2.3 Present the Executive Board's approved budget to the General Membership.
 - 4.3 Deposit dues and other revenues in the name of VCFDW in a FDIC insured bank.
 - 4.4 Maintain records of receipts and disbursements.
 - 4.5 Shall pay all bills, which have been approved for payment by the President and Executive Board.
 - 4.6 Submit to the Executive Board monthly and annual statements of all receipts and disbursements.
 - 4.7 Maintain a list of members-in-good-standing and submit to the President and Secretary prior to General Meetings.
 - 4.8 Submit to the Chair of the Audit Committee, all records and financial statements for audit thirty (30) days after the close of the fiscal year.
 - 4.9 Transfer all VCFDW financial records and bank statements to the succeeding elected Treasurer immediately upon election.

4.10 Serve as a member of the Executive Board and Executive Committee.

5. **Executive Committee.** Four (4) Committee Chairs shall be appointed by the President to perform duties relating to Membership, Communications, Conversations and Coordinated Campaign Activities. Committee Chairs will:

5.1 Committee Chairs will serve as members of the Executive Committee.

5.2 Perform such other duties as requested by the President.

6. **Committee Liasons** may be appointed as needed by the President to lead the fundraising, social media, voter registration. candidate liaison, education/training, etc.

Article VII: Executive Board

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and Immediate Past President.

1. The Executive Board shall be the administrative body of the VCFDW and shall have the power and authority to do and perform all acts and functions that the VCFDW itself might do or perform that are not inconsistent with these By-Laws and VCFDW Policies and Procedures.
2. A vacancy that occurs in an elected office shall be filled by the President with approval of the Executive Board, except the office of President. A vacancy in the office of the President shall be filled by the Vice President.
3. The Executive Board shall meet at such time and place as the President or majority of the Executive Board may designate.
4. A quorum shall consist of a majority of the board's membership.
5. Voting by proxy shall not be permitted.

Article VIII: Executive Committee

The Executive Committee shall consist of the Executive Board and appointed Committee Chairs.

1. The Executive Committee shall meet at least quarterly, as called by the President of the VCFDW and Executive Board.
 - 1.1 Committee Liaisons may be invited to attend Executive Committee meetings at discretion of the President or Committee Chairs.
2. Voting by proxy shall not be permitted.
3. The Executive Committee may meet by conference call or via telephone, if necessary.
4. Votes taken via telephone or email shall be as valid as votes taken in person, except in cases where a signed ballot is a requirement.
5. Endorsement of Candidates.
 - 5.1 No Officer or Executive Committee Chair may use her position (title) with VCFDW in the endorsement of any candidate in a Primary Election.
 - 5.2 VCFDW will not permit the use of its name or logos in any advertisement or written digital material without prior written consent of the Executive Board.
 - 5.3 Staging or sponsoring candidate debates on behalf of the VCFDW during Primary Elections is prohibited.
 - 5.3.1 Candidate forums, (where candidates do not engage in direct debate with their opponents) is permitted.
 - 5.4 VCFDW members shall not support any candidate of an opposing party.

Article IX: Committees

Standing and Special Committees shall be appointed by the President with approval of the Executive Board. The organization shall have the following Standing Committees:

Standing Committees:

1. Budget and Finance Committee

1.1 The Budget and Finance Committee shall present a proposed budget to the Executive Board for approval at the last Executive Board meeting for the current year.

1.2 The fiscal year shall be January 1 through December 31.

1.3 The Treasurer shall serve as the Chairperson of this committee. The committee shall consist of the Treasurer and the Executive Directors.

Special Committees

1. Audit Committee

- 1.1 The Audit committee shall consist of three (3) members appointed by the President.
- 1.2 The committee is responsible for auditing the books and records of VCFDW for each fiscal year and reporting the findings to the Executive Board and to the membership as a whole. The committee may request the Treasurer to assist with the audit.

2. By-Laws Committee

- 2.1 The By-laws Committee shall review all proposed amendments and make recommendations for revisions to the By-laws. This committee shall meet as necessary and submit proposed by-law revisions to the Executive Board.
- 2.2 The president will submit the recommendations to the membership at least two weeks before the next upcoming membership meeting for approval or non approval.

3. Nominating Committee

- 3.1 The Nominating Committee shall consist of 3 members and shall be formed at the meeting prior to the election.
- 3.2 The committee shall consist of the Immediate Past President and 2 members in-good-standing, appointed by the IPP.
- 3.3 The Chairperson of the committee shall submit to the President a written report thirty (30) days prior to the meeting of the year that the election will be conducted.
 - 3.3.1 Voting shall be by secret ballot unless candidates are running unopposed.
 - 3.3.2 Only members-in-good-standing will be eligible to vote.
 - 3.3.3 There will be no proxies accepted for this election.

Article X: Parliamentary Authority

Where the By-Laws are silent, the current edition of Robert's Rules of Order Newly Revised, shall be the final authority in all matters.

Article XI: Amendments

By-Laws of VCFDW may be amended by a majority vote of members-in-good-standing in attendance at any General or Special meeting, provided such amendment(s) was introduced at least two weeks in advance via email.

Article XII: Dissolution

In the event that the general membership should vote to dissolve VCFDW, after all monetary obligations are met, any remaining funds or property shall be transferred to the Democratic Party of Valencia County, New Mexico Federation of Democratic Women, or the Democratic Party of New Mexico.