

**WARD 4 DEMOCRATS OF WASHINGTON, D.C.****CONSTITUTION AND BYLAWS****ARTICLE I - NAME**

The name of this organization is the Ward Four Democrats of Washington, D.C.; hereinafter, referred to as the Ward 4 Democrats.

**ARTICLE II - PURPOSE**

It shall be the purpose of the Ward 4 Democrats to conduct the affairs of the Democratic Party in Ward 4 of the District of Columbia; to conduct programs of voter registration and education in the Ward; to assist in the election of candidates for President and Vice President of the United States and candidates for local office, and, to undertake any other activities necessary to achieve the purpose of the Democratic Party of the District of Columbia which may from time to time be authorized in accordance with the By-Laws of the Ward 4 Democrats.

**ARTICLE III - MEMBERSHIP**

The members of the organization shall be registered as Democrats and maintain a personal residence within Ward 4.

**ARTICLE IV - OFFICERS**

A. The elected officers of the Ward 4 Democrats shall be: President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and four Ward Representatives on the District of Columbia Democratic State Committee.

B. The appointed officers shall be the Parliamentarian, General Counsel, Sergeant-At-Arms, and Chairpersons of all standing committees. These officers shall be appointed biannually by the President, unless otherwise provided for in this Constitution.

C. The officers of this organization shall be elected biannually by the members at the regular meeting provided in Article VI C. of this Constitution. If the election of officers shall not be held at such a meeting, the election shall be held within thirty (30) days. The term of office shall be two (2) years unless reelected as provided in the By-Laws of the Ward 4 Democrats. All elections shall be by secret ballot. Each officer shall hold office until a successor have been duly elected.

\* D. Nominations of officers shall be made by a Nominating Committee of at least five (5) persons elected by the members at least sixty (60) days in advance of the regular meeting provided for elections.

\* The Nominating Committee shall report at the meeting prior to the election meeting the names of candidates for each office

to be filled. The written consent of each eligible candidate must be obtained before his/her name is placed in nomination. Nominations may be made from the floor by the members, provided the nominee is present or if not present consent of the nominee has been obtained in writing prior to such nomination.

E. A vacancy in any of the four (4) elected Ward Representatives offices because of death, resignation, removal or any other reason shall be filled by an election in the Ward. The election shall be convened by the State Committee thirty days after the vacancies occurs. This section shall not apply to appointed officers.

F. Any member of the Executive Committee may be removed by a majority vote of the Ward 4 Democrats for any cause deemed sufficient. If an officer is absent without excuse from three (3) consecutive regular or Executive Committee meetings, the Executive Committee may declare that position vacant. However, before any member may be removed, the member shall be notified in writing at least two weeks prior to the next regular meeting of the charges made against him/her, the action contemplated pursuant to such charges and shall be afforded a reasonable opportunity to be fairly heard by the membership regarding the charges. Removal shall take place only upon formal motion duly seconded and passed. After such motion has been duly seconded, the matter shall be deemed properly before the membership for discussion and vote, including a consideration of the issue of whether cause deemed sufficient has been shown. In any case where

a member is removed when he/she was not present during such removal the Corresponding Secretary shall notify the person removed, in writing, within two weeks thereafter, and shall state the cause of such removal. Such notification shall in any event be forwarded to the member's last known address via registered mail.

G. The officers of the Ward 4 Democrats shall be elected from among the members of the Ward 4 Democrats as provided in this Constitution, each of whom shall serve a term of two (2) years unless reelected as provided in the By-Laws of the Ward 4 Democrats.

#### ARTICLE V - DUTIES & RESPONSIBILITIES

A. The President shall be the Chief Executive officer of the organization. The President shall preside over all meetings of the Executive Committee and of the members; see that all orders and resolutions are carried into effect; coordinate the work of the officers and committees to promote the purposes of the Ward 4 Democrats; countersign all checks; perform such duties as may be assigned to him/her by the Executive Committee or by the membership; be an ex-officio member of all committees except the Nominating Committee and shall have the general powers and duties incident to the office of President; appoint all committees (except the Nominating Committee); and be spokesperson for the organization. The President shall be a member of the Democratic State Committee pursuant to Article III B.(4), of the Constitution of the District of Columbia State Committee.

B. The Vice Presidents shall, in the order of First through Second Vice-President: act as aides to the President; in the absence of the President, shall have all of the powers of and be subjected to all restrictions placed upon the President; in cases of Presidential inability or refusal to act, as determined by the Executive Committee, shall perform the duties of the President, and shall perform such other duties as may from time to time be assigned.

C. The Recording Secretary shall attend all regular, special, Executive Committee, and election meetings of the members. The Recording Secretary shall keep a record of all those in attendance; shall maintain a file of all reports and documents submitted by the committees; and shall keep a register of the roll of the members of the Ward 4 Democrats and call the roll when required. The Recording Secretary shall notify officers, committee chairpersons and delegates of their appointment and will furnish committee chairpersons with all papers referred to them, and delegates with proper credentials. The Recording Secretary shall maintain one book in which the Constitution, By-Laws, Rules of Order and Standing Rules shall be written and record all amendments in said book. The Recording Secretary shall perform such other duties as may from time to time be assigned to him/her.

D. The Corresponding Secretary shall perform the duties of the Recording Secretary in his/her absence, or in the event of his/her inability or refusal to act. The Corresponding Secretary

shall keep a register of all members of the organization; shall notify the appropriate members of the regular, special, Executive Committee, and election meetings; shall prepare all correspondence for the signature of the President; shall disseminate approved notices to the news media as directed by the President; and shall read, when indicated or requested, all correspondence or summaries of correspondence at meetings of the members, and the Executive Committee.

E. The Financial Secretary shall keep a register of all members; shall keep a record of all money received and disbursed by the organization; and shall perform such other duties as may from time to time be assigned. All monies from all activities of the Ward 4 Democrats shall be given to the Financial Secretary who, after recording those receipts, will transmit to the Treasurer for deposit. When transferred to the Treasurer, a receipt of all monies deposited will be received by the Treasurer and preserved for the records of the Ward 4 Democrats.

The Financial Secretary shall serve as a member of the Finance Committee.

F. The Treasurer shall have custody of and responsibility for all funds of the organization and shall deposit all monies of the organization in a District of Columbia bank designated by the Executive Committee. The Treasurer shall keep full and accurate accounts of all receipts and disbursements; shall issue receipts and disbursements; shall issue receipts for all funds due and payable to the organization; shall co-sign all checks and

vouchers of the organization as may be ordered by the Executive Committee, or a majority of members present and voting; and shall render an account of all financial transactions at Regular meetings and Executive Committee meetings. The Treasurer shall, in general, perform all duties incident to the office of Treasurer and such other duties as may from time to time be assigned by the President. The Treasurer shall serve as a member of the Finance Committee.

G. The four (4) Ward Representatives shall have such duties and responsibilities as may be defined by the Executive Committee.

H. The Parliamentarian shall advise the presiding officer on questions of parliamentary law and matters of procedure.

I. The Sergeant-at-Arms shall preserve the order of all meetings, and shall insure that all persons voting are members in good standing.

J. The General Counsel shall interpret any laws as they relate to the organization and shall represent the organization in any administrative legal matter.

K. The Chaplain shall lead the Ward 4 Democrats in prayer to open meetings of the Executive Committee and general membership and shall serve as the Ward 4 Democrats' liaison to the clergy residing or practicing within Ward 4.

L. The Community Affairs Assistant shall serve as the Ward 4 Democrats' liaison to Advisory Neighborhood Commissions, Block Clubs, Civic Associations, and other appropriate community organizations throughout Ward 4.

M. The Administrative Assistant shall assist the President in the execution of his or her duties as assigned by the President when such assignments are not in conflict with the duties and responsibilities of any other elected or appointed official of the Ward 4 Democrats.

N. Precinct Co-captains shall represent their respective precincts at monthly membership meetings; distribute meeting notices, newsletters and other Ward 4 Democrats literature throughout their respective precincts; recruit block captains throughout their respective precincts; and organize volunteers to work at their respective precinct polling places during Democratic Primaries, General Elections and Special Elections on behalf of candidates, initiatives, referenda or recalls endorsed by the Ward 4 Democrats.

#### ARTICLE VI - MEETINGS

A. The Regular meeting of the Ward 4 Democrats shall be held monthly on the third Tuesday, unless otherwise notified. The meetings may be canceled by the President if any of the following conditions exist:

- 1) There is no business requiring a meeting.
- 2) No quorum will be possible for a meeting, or,



3) Another meeting of the Ward 4 Democrats will be held within forty days of the date on which the regular meeting would have been held.

B. The meeting period shall be from September of an odd-numbered year through June of the next odd-numbered.

C. The Annual meetings for annual committee reports shall be held in the month of June. The election of officers shall be held during the annual meeting of each odd-numbered year.

D. Special meetings may be called by the President, the Executive Committee, or fifteen (15) members in good standing provided that a written notice has been received by the President, Corresponding or Recording Secretary at least seven (7) days prior to the proposed meeting. The said notice shall state the purpose of the meeting. Ten (10) members in good standing shall constitute a quorum for transacting business. The Recording Secretary shall prepare an agenda for each meeting which shall consist of all items of business directed to be placed thereon by the President or Executive Committee. Any member may request inclusion of agenda item at least five days prior to the Executive Committee. Items of business not on the agenda may be considered with the consent of a majority of the members present.

#### ARTICLE VII - EXECUTIVE COMMITTEE

A. The Executive Committee shall be comprised of the elected and appointed officers of the Ward 4 Democrats plus the

four (4) Ward Representatives on the District of Columbia Democratic State Committee. Appointed officers are without vote on the Committee.

B. The Executive Committee shall have the powers to conduct the affairs of the organization, as may be required in the interest of the organization in the furtherance of its purposes, during the interim between regular meetings; and the Executive Committee shall report to and make recommendations to the members at regular meetings. The Executive Committee shall have such other specific authority as otherwise provided in this Constitution and By-Laws and may, from time to time, be designated by the members without prejudice to the general grant of power.

C. The Executive Committee meeting shall be held monthly on the fourth Tuesday of each month at 7:00 p.m. Special meetings of the Executive Committee may be called at any time by the President or at least one-third of the voting members of the committee provided a written petition is submitted to the President stating the purpose of the meetings. Every member of the Committee must be given a 24 hours notice in advance of a special meeting.

D. One-third of the voting members of the Executive Committee shall constitute a quorum for the transaction of business. Every member of the Committee must cast a vote in

person and not by proxy, and except as elsewhere provided in this Constitution and By-Laws, all questions shall be decided by a majority of those voting.

**ARTICLE VIII - STANDING COMMITTEES**

A. The Standing Committees of the Ward 4 Democrats shall be as follows:

1. Budget & Finance Committee - This Committee will receive and deposit funds, prepare financial documentation, prepare and maintain financial records, statements, checking and savings accounts, vouchers and disbursement of checks for approval by the organization for financial obligations.

2. Fundraising Committee - This Committee will direct the planning for activities and projects to provide funds in accordance with the annual budget and financial projections of the organization.

3. Hospitality Committee - This Committee will be responsible for hosting meetings and events and sending correspondence regarding illness and death to members of the Ward 4 Democrats.

4. Legislative Committee - This Committee shall be responsible for educating the membership about existing District of Columbia or Federal laws of interest to the membership; educating the membership about any proposed Federal legislation or proposed District of Columbia legislation, initiative, or referendum of interest to the membership; serve as the principal lobbyists on behalf of the Ward 4 Democrats; and shall serve as

the principal committee through which amendments to the Ward 4 Democrats of Washington, D.C. Constitution and Bylaws are formulated.

5. Membership Committee - This Committee shall be responsible for updating and maintaining membership records; voter registration activities; and membership recruitment activities on behalf of Ward 4 Democrats.

6. Program Committee - This Committee will plan, implement and coordinate the various programs in which Ward 4 Democrats will engage to carry out its purpose.

7. Youth Committee - This Committee will be responsible for recruitment of Young Democrats within the Ward and voter education and registration. The Young Democrats will also provide the DC Young Democrats with a list of its membership and activities.

8. Publicity Committee - This committee shall be responsible for notifying the membership of Ward 4 Democrats meetings; publishing a quarterly Ward 4 Democrats newsletter; and producing or publishing any other materials on behalf of the Ward 4 Democrats designed to keep its membership informed.

9. Education Committee - This Committee shall be responsible for educating the membership about the deliberations and actions of the District of Columbia Board of Education, the D.C. Public Schools Superintendent, the University of D.C. Board of Trustees, the U.D.C. President, the D.C. School of Law Board

and President, and any other Board or Committee or Official whose decisions and/or actions affect public elementary, secondary, or postsecondary education in the District of Columbia.

10. Senior Citizens Committee - This Committee shall be responsible for assisting the senior citizens residing in Ward 4 who wish to be involved in the political process in general and in the Ward 4 Democrats in particular; and conducting an extensive Wardwide absentee ballot campaign prior to every Primary and General Election held in D.C. to ensure that health, transportation, and/or safety do not become factors which prohibit senior citizens' participation in Primary and/or General Elections.

B. The President, Executive Committee or the Regular Membership may create such additional committees as may be deemed necessary.

C. The Chairperson of all Committees shall be appointed by the President, unless otherwise provided for in the By-Laws.

#### ARTICLE IX - USE OF NAME

No person or organization shall use the name of this organization in any way which may indicate official sanction by this organization of any statement or action or which, in any way, may indicate support by this organization of any candidate without prior authorization by the Regular Membership of this organization.

**ARTICLE X - NOTICE**

Except as provided to the contrary elsewhere in this Constitution and By-Laws, all notices that are required to be given by mail shall be deemed given when mailed.

**ARTICLE XI - RECORDS**

The organization shall keep correct and complete books of accounts based on a January 1 through December 31, Fiscal Year; and shall keep minutes of the proceedings of its members, Executive Committees and other Standing Committees.

**ARTICLE XII - PARLIAMENTARY PROCEDURE**

The rules contained in Robert's of Order, Newly Revised, shall govern the conduct of meetings, Parliamentary procedure, and duties of officers and other aspects of this organization in the absence of specific provisions to the contrary in this Constitution and By-Laws.

**ARTICLE XIII - AMENDMENTS**

This Constitution may be amended by majority vote of the regular membership upon proper notice of an amendment. No proposed amendment may be adopted unless there has been thirty (30) days written notice of the text of the proposed amendment. Amendments to a proposed amendment must be submitted in writing no later than five (5) days prior to the expiration of the thirty (30) day period. All such amendments shall be voted upon at the meeting set for adoption of the proposed amendment.

**ARTICLE XIV - ENDORSEMENTS**

A. Prior to any Democratic Primary election, the Executive

Committee of the Ward 4 Democrats may propose to the membership that an Endorsement Forum be held to which all Ward Four candidates and/or At-Large candidates and/or Congressional District candidates certified by the D.C. Board of Elections & Ethics and seeking a Democratic Party nomination or a Democratic Party office or a Democratic Presidential Delegate position, are invited. The Ward 4 Democrats may formally endorse and work on behalf of any such candidate who receives a super-majority of 60 percent support at an Endorsement Forum for partisan nomination and/or office. All Ward 4 Democrats Endorsement Forums are open to voting participation by any registered Democrat residing in Ward 4 as certified by the D.C. Board of Election & Ethics not more than thirty days before an Endorsement Forum is held.

B. Prior to any District of Columbia General Election or Special Election, the Executive Committee of the Ward 4 Democrats may propose to the membership that an Endorsement Forum be held to which all Ward 4 candidates and/or At-Large candidates or Single Member District (Advisory Neighborhood Commission) candidates are invited. The Ward 4 Democrats may endorse and work for the election of any candidate for non-partisan office provided that the candidate is a registered Democrat and receives a simple-majority vote of 50 Per cent plus one vote of the Democrats registered to vote in Ward Four and participating in a Ward 4 Democrats Endorsement Forum for candidates for non-partisan office. These Endorsement Forum participants must also be certified as registered Democrats residing in Ward Four by the

D.C. Board of Elections and Ethics not more than thirty days before an Endorsement Forum is held.

C. The Ward 4 Democrats shall not endorse or formally work for any non-Democrat running as a candidate in a General or Special Election for a normally partisan office or position.

D. The Ward 4 Democrats may participate in any At-Large, Congressional District, Ward Four, or portion thereof, caucus held for the purposes of either nominating Democratic candidates or formulating a Democratic Platform.

#### ARTICLE XV - PRECINCT CAUCUS

The regular meeting in September of each odd-numbered year will be devoted to precinct caucuses at which time precinct representatives, one male and one female per precinct, will be elected. Each precinct representative shall hold office until a successor shall have been duly elected. Notices stating the purpose of the meetings will be sent out ten days prior to this meeting. Only residents of the respective precincts who are members of the Ward 4 Democrats will be eligible for election.

In the event that vacancies remain after an election of precinct representatives, said vacancies shall be filled by election, provided, however, that notice of said election(s) shall be given in accordance with Article X Notice, of this Constitution and By laws.

#### ARTICLE XVI - EFFECTIVE DATE/SEPARABILITY

All provisions of this Constitution and Bylaws shall go into effect upon the vote of a majority of the members voting at the



membership meeting. If any article or section of this Constitution and Bylaws is ruled unacceptable by the District of Columbia Democratic State Committee, or a court of law, the remainder of this Constitution and Bylaws remains in force.

**ARTICLE XVII - ADOPTION**

This Constitution and Bylaws was adopted by a vote of 12 in favor, 0 opposed, 1 abstaining on March 16, \_\_\_\_\_, 1993.

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\*\*\* Date approved for distribution including all amendments November 15, 1994