BYLAWS OF THE WILLIAMSBURG JAMES CITY COUNTY DEMOCRATS

ARTICLE I.   NAME

Section 1.
The name of this organization shall be the Williamsburg James City County Democrats, hereafter referred to as "the Committee."

ARTICLE II.   ORGANIZATIONAL AUTHORITY AND PURPOSE

Section 1.
The Committee is organized under the authority of and in accordance with the Code of Virginia and the Party Plan of the Democratic Party of Virginia currently in effect.

Section 2.
The purpose of the Committee shall be to conduct the affairs of the Democratic Party of Virginia in the City of Williamsburg and James City County. The Committee shall identify, recruit and nominate candidates for local office and provide them with the training and support required to run competitive campaigns. The Committee shall encourage registration and voting by qualified residents of the City and County. The Committee shall adhere to, and implement, the policies contained in the national and state Democratic Party platforms.

Section 3.
The Committee shall raise funds for the Democratic Party and its candidates for office.

ARTICLE III.   MEMBERSHIP

Section 1.
The Committee shall be reorganized as prescribed by the Party Plan of the Democratic Party of Virginia. A caucus to elect members of the Committee may be held on any weekday evening.

Section 2.
Membership shall be limited to those persons registered to vote in the City of Williamsburg or James City County who believe in the principles of the Democratic Party and apply to join the Committee.

Section 3.
Applications for membership in the Committee may be voted upon at the reorganization meeting. Between reorganization meetings, applications for membership will be accepted and voted on by the Executive Committee.

Section 4.
Democratic elected officials at the local, state, and federal level are considered ex-officio members of the Committee. They are eligible to participate in all Committee functions and have full voting privileges on Committee business.

Section 5.
The Committee may remove from office and/or membership any person who neglects party duties. This action shall not be taken without at least ten days written notice to the member and an opportunity to refute charges or complaints during a hearing before a subcommittee of the Committee.

ARTICLE IV.   ELECTED OFFICERS

Section 1.
At the reorganization meeting, the Committee shall elect all officers. Such elections shall be by secret ballot, except when a candidate is unopposed.

Officers of the Committee and their duties shall be:

Chair
- Run meetings
- Serve as liaison to other committees and state and national parties
- Develop an annual strategic plan for the committee
- Represent and speak for the committee to other organizations, the media and the public
- Provide guidance to Vice Chairs and Committees

1st Vice Chair
- Run meetings when the chair is not available
- Ensure that all issues that differ by locality are being handled, such as electoral board nominations, caucuses, and local races
- Oversee the District/Precinct Captain process
- Coordinate with Registrars

2nd Vice Chair for Media and Communications
- Manage web site
- Create blast emails and newsletters
- Devise communications strategy for WJCC Dems
- Submit items to local media and calendars
- Maintain Facebook page

2nd Vice Chair for Campaigns
- Serve as liaison to campaigns during election cycle
- Communicate with elected officials
- Organize coverage for the polls for Election Day

2nd Vice Chair for Membership & Outreach
- Run a membership drive every year
- Set goals for membership and develop a plan to achieve them
- Identify local affinity groups and lead the process of incorporating them into committee activities

2nd Vice Chair for Finance
- Develop fundraising goals and strategy for committee
- Work with VP for Membership and VP for Events and Hospitality on fundraising mission
- Coordinate with Treasurer

2nd Vice Chair for Events and Hospitality
- Organize events
- Assist with events-driven portion of fundraising

2nd Vice Chair for Technology
- Maintain web site
- Provide technological assistance to other officers and committee
- Maintain data including membership lists and volunteer lists, for the committee.

Secretary
- Maintain notes and records of meetings
- Manage outside correspondence

Treasurer
- Maintain financial records
- Develop an annual budget and ensure compliance

- Provide financial reports at Committee meetings

Section 2.
During the officers' terms, vacancies in the position of Chair and First Vice Chair will be filled by order of succession if possible. If not possible, replacements for these offices and all other vacancies will be appointed by the Executive Committee and elected at the next regularly scheduled meeting, provided that seven days written notice is given to the membership.

ARTICLE V.   EXECUTIVE COMMITTEE

Section 1.
The Executive Committee shall consist of the nine Committee officers and all elected Democratic city and county officials who choose to serve.

Section 2.
The Executive Committee shall meet at the direction of the Chair to plan the business of the Committee and to take action when necessary between Committee meetings. A quorum of more than 50% of persons is required to act. Meetings may take place in person, by phone or by video. Votes may be taken in person, by email or by phone.

ARTICLE VI.   STANDING COMMITTEES

Section 1.
Each Vice Chair shall create a committee consisting of at least three members to assist with the duties of their positions.

ARTICLE VII.   SPECIAL COMMITTEES

Section 1.
In January of each year, the Chair shall appoint an Audit Committee consisting of at least two Committee members, not including the Treasurer. This committee shall audit the previous calendar year financial records and provide a report to the Committee by March 31st of each year.

Section 2.
The Executive Committee will periodically review the bylaws for currency and consistency with the Virginia Democratic Party Plan and propose changes as needed. Changes to the bylaws must be approved by the Committee before submission to the State Party.

Section 3.

The Chair may appoint special committees or work groups as needed to support the accomplishment of the Committee's action plans.

ARTICLE VIII. MEETINGS

Section 1.
The Committee shall meet at regular times and dates set at the reorganization meeting.

Section 2.
Special meetings of the Committee shall be held upon the call of the Chair or upon receipt by the Chair of a written request signed by at least ten members of the Committee. At least seven days written notice shall be given of any such special meeting.

Section 3
All meetings of the Committee shall be public.

Section 4.
The use of proxies at any Committee meeting is prohibited.

ARTICLE IX. FINANCIAL POLICIES

Section 1.
Each member of the Committee shall be asked to contribute annual dues as approved at the first meeting of each year. These dues shall be voluntary and shall not be used to determine who may vote on committee business.

Section 2.
At the first meeting of each year the Committee will approve an annual budget that establishes maximum expenditure allowances for each expense category.

Section 3.
The Chair or Treasurer may approve expenses that fall within the maximum category allowances established in the annual budget.

Section 4.
Expenditures of up to $500 more than the maximum allowance for any expense category in the annual budget require approval by the Executive Committee. A report of the amount and

justification for such additional expenditures will be provided to the Committee at the next meeting.

Section 5.
Expenditures of more than $500 above the maximum allowance for any expense category in the annual budget must be approved by the Committee.

ARTICLE X.   AMENDMENTS

Section 1.
These bylaws may be amended by a two thirds majority at any meeting of the Committee, provided that the members of the Committee are provided at least seven days advance notice of the proposed amendment.

Adopted and ratified by the Williamsburg James City County Democrats on November 28, 2017.

_____
Chair

_____
Secretary

_____
Date