

# **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 Democratic National Committee Charter and the Party Plan of the Democratic Party of Virginia.

### 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.

### 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.

No member of the Committee shall publicly support, endorse or assist a candidate who is opposing a Democratic candidate. The Committee may remove from both office and membership, by a majority of those eligible, present and voting, any person found guilty of neglect of any duty imposed upon him or her.

## **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

1<sup>st</sup> Vice Chair, Williamsburg

- Must be a registered voter in the City of Williamsburg
- Run meetings when the chair is not available
- Manage all business for Williamsburg that must, either by law or Party Plan, remain separate from the joint affairs of the committee
- Assist the chair in the administration of Committee duties
- Act as liaison to the Williamsburg Registrar
- Oversee the District/Precinct Captain process in Williamsburg
- Oversee process to nominate members of the Williamsburg Electoral Board

Ist Vice Chair, James City County

- Must be a registered voter in James City County
- Run meetings when the chair is not available
- Manage all business of James City County that must, either by law or Party Plan, remain separate from the joint affairs of the committee
- Assist the chair in the administration of Committee duties
- Act as liaison to the James City County Registrar
- Oversee the District/Precinct Captain process in James City County
- Manage process of nominating persons for local, partisan office

- Oversee process to nominate members of the James City County Electoral Board

#### 2<sup>nd</sup> 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

#### 2<sup>nd</sup> Vice Chair for Campaigns

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

#### 2<sup>nd</sup> 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

#### 2<sup>nd</sup> 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

#### 2<sup>nd</sup> Vice Chair for Events and Hospitality

- Organize events
- Assist with events-driven portion of fundraising

#### 2<sup>nd</sup> Vice Chair for Technology

- Oversee the technical operation for all databases employed by the Committee, including VAN, email lists, membership lists, volunteer lists and financial data
- Provide proficiency in VAN
- Assist other Executive Committee members with technology needs

#### 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 Chairs 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 11 Committee officers.

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 and actions may take place in person or electronically (phone, video, email, or text). All members of the executive committee shall be notified of any proposed meeting or action.

Section 3.

The Chair or the Chair's designee shall have authority to speak on behalf of the committee. The Chair or the Chair's designee shall not speak on behalf of the committee on any issue not clearly stated in the Committee's bylaws or platform without first taking a vote of the Executive Committee.

**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 31<sup>st</sup> 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. Caucuses may be held on Saturdays and any weekday evenings.

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.

The amount budgeted in any expense category may be amended by the Executive Committee during the year as the need arises as long as the total amount of the budget is not exceeded.

At no time shall expenditures exceed cash on hand.

**ARTICLE X.            AMENDMENTS**

Section 1.

These bylaws may be amended by a two thirds majority of those members present 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.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

\_\_\_\_\_ Date