

WASHINGTON STATE FEDERATION OF DEMOCRATIC WOMEN BYLAWS & STANDING RULES

ARTICLE I – NAME

The name of this organization shall be the WASHINGTON STATE FEDERATION OF DEMOCRATIC WOMEN (WSFDW).

ARTICLE II – OBJECTIVES

- II. Section 1. The objectives of the organization shall be:**
- A. To support the principles of the Washington State Democratic Party.
 - B. To encourage growth of an intelligent and conscientious democratic electorate with particular focus on women's issues.
 - C. To encourage women to pursue public service.
 - D. To be affiliated with the National Federation of Democratic Women (NFDW).

ARTICLE III – MEMBERSHIP AND DUES

- III. Section 1. Composition of Membership**
- A. This State Federation shall be composed of the Democratic Women's Clubs/Chapters in the State of Washington who have paid the prescribed dues as outlined in Article III, Section 3 and in the Standing Rules. In addition, there will be a Members-at-Large Chapter: A Democrat who does not have an affiliated club/chapter in their area may become a member-at-large. All members-at-large must choose one of these options:
 - (1) may become a dues-paying member of the Members-at-Large Club/Chapter or
 - (2) may ask to become a dues-paying member of another existing Club/Chapter even if that Club/Chapter is not in their area. Such members and their Club/Chapter shall have all the same rights and responsibilities as any other member or Club/Chapter.
 - B. All clubs/chapters may meet electronically, or by telephonic conference call, or in person as frequently as their rules provide, with adequate notice to members.
 - C. Any affiliated club/chapter of the WSFDW that does not support the objectives of the Federation as outlined in ARTICLE II of these Bylaws may be suspended from membership by a two-thirds (2/3) vote of the Executive Board present and voting, subject to the club's/chapter's right of appeal to the State Federation. In order to be reinstated, a club/chapter must follow the same procedures provided under ARTICLE III, Section 2 for new clubs, and in the Standing Rules.
 - D. Each club shall have complete authority to decide its own bylaws and rules, provided they do not conflict with the intent and purpose of the State and National Federations.
 - E. Each person's membership may be credited to only one club/chapter for computing delegates to the State Convention.

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III. Section 2. Organizing New Clubs/Chapters

Any group of ten (10) or more persons may organize a Democratic Women's Club/Chapter and affiliate with this State Federation by complying with WSFDW Bylaws.

A letter requesting membership, accompanied by a copy of the club's/chapter's membership list (including name, address, telephone number, and email address if available of each member), a copy of the club's/chapter's bylaws and all membership dues, shall be mailed to the State Treasurer. The State Treasurer shall forward the bylaws to the State President.

III. Section 3. Dues

Each club shall pay annual dues to the State Federation as stated in the Standing Rules of the State Federation.

III. Section 4. Disbanding Clubs/Chapters

A. In the event that any club wishes to disband, the President, or the Executive Board of said club, shall give notice in writing to the President of the Federation at least thirty (30) days prior to the date of disbanding.

B. If a federated club/chapter should disband, its membership list, pertinent documents, and treasury shall be transferred to the WSFDW.

III. Section 5. Fiscal Year

The Fiscal Year shall run from January 1 to December 31 for the State Federation and for each of its clubs/chapters.

ARTICLE IV – OFFICERS

IV. Section 1. State Federation Officers

A. The State President, First Vice President (Program), Second Vice President, Recording Secretary, and Treasurer shall be elected at the Reorganization meeting in odd-numbered years.

B. Any positions left vacant after the end of the Reorganization meeting may be filled by a 2/3 vote of the Executive Board during their then-current term.

C. A Corresponding Secretary and Parliamentarian may be appointed by the State President.

IV. Sect 2. Endorsements

No officer of the State Federation and/or of an affiliated club/chapter may use her office, title or State Federation association for an early endorsement of a candidate before the primary election in a contested Democratic race, except in the following circumstances:

(1) The State Executive Board has made an endorsement in a state-wide race.

(2) A club/chapter has made an endorsement for a candidate who will be on the primary ballots of any of their members.

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ARTICLE V – ELECTION OF OFFICERS

V. Section 1. Elections

Elections for Officers of the State Federation shall be held at the Reorganization meeting in the odd-numbered years. Officers shall be elected by a majority of the certified delegates who are present and voting. Each officer shall be elected for a two-year term.

ARTICLE VI – EXECUTIVE BOARD

VI. Section 1. Composition

The State Executive Board shall be composed of: State President, First Vice-President (Program), Second Vice-President, Club/Chapter Presidents, State Recording Secretary, State Treasurer, State Corresponding Secretary, Parliamentarian, National Federation Officers residing in the State of Washington, Immediate Past State President, Chairs and Vice or Co-chairs of all State Federation Standing Committees, and Chairs and Vice Chairs of Special Committees during the life of the committee.

VI. Section 2. Voting

The State Corresponding Secretary, Parliamentarian, Standing Committee Chairs and Special Committee Chairs shall have voice but no vote. Club/Chapter Vice Chairs/Designated Representatives shall have a vote in the absence of their respective Chairs. No person, either by election or appointment, shall hold more than one voting position on the Executive Board.

VI. Section 3. Quorum

A quorum shall consist of forty percent (40%) of the voting membership of the Executive Board. Standing Rules may be suspended by a 2/3 vote of Board Members present and voting.

VI. Section 3. Removal of Officers or Board Member

A. Any Officer or Committee Chair of the State Federation absent for three (3) consecutive meetings without prior notice to the State President or State Recording Secretary shall be subject to removal from office by a majority vote of the members of the Executive Board present and voting.

B. An elected officer who does not adhere to the duties of their respective office can be removed from said office providing: the Executive Board has notified the offending officer in writing of the grievance and the officer has been given at least two (2) weeks to answer the grievance, either in writing or with a request to come before the Executive Board in person. After due process as defined above, the Executive Board may, by a two-thirds (2/3) majority of those present and voting, declare the office vacant and report such action to its membership at the next regular convention.

VI. Section 4. Meetings of the State Executive Board

A. The State Federation Executive Board shall meet for the purpose of Federation business at least three (3) times each year.

B. The State Federation Executive Board meetings shall be held at the call of the State President or two-thirds (2/3) vote of the Board. Notice of the meeting shall be sent, by written mail or e-mail, ten days in advance of the meeting to all members of the Executive Board.

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ARTICLE VII – STANDING & SPECIAL COMMITTEES

VII. Section 1. Standing Committees and Their Composition

- A. The Standing Committees of this Federation may include: Bylaws & Standing Rules, Education, Finance, Membership, Nominating, Public Relations & Communications, Organization, and Political Action.
- B. All Standing Committee Chairs shall be appointed by the State President and approved by a majority vote of the members of the Executive Board present and voting in person or by teleconference or email.
- C. There may be one member from each club/chapter on each committee.

VII. Section 2. Special Committees

The State Federation President may appoint such Special Committees and Chairs as deemed necessary with the approval by a majority vote of the members of the State Executive Board present and voting in person or by teleconference or email.

ARTICLE VIII – MEMBERSHIP MEETINGS AND QUORUM

VIII. Section 1. Meeting Schedules

The biennial Reorganization meeting shall be held in the Fall of odd-numbered years. The biennial Business meeting shall be held in the Fall of even-numbered years. Other regularly scheduled WSFDW meetings will normally be held in conjunction with the WSDCC. Special Meetings may be called by the WSFDW President.

VIII. Section 2. The Call for Meetings

The official call for the Annual Meetings shall be mailed/emailed to each affiliated club/chapter at least thirty (30) days prior to the date of the meeting. The official call for the Executive Board meetings shall be mailed/emailed to each Executive Board member at least ten (10) days prior to the meeting. Special Meeting notification varies as to purpose.

VIII. Section 3. Quorum

Quorum for the annual Reorganization or Business meetings of the State Federation shall be twenty percent (20%) of the affiliated clubs in good standing (See *Executive Board* for their quorum requirements).

ARTICLE IX – ACCREDITED DELEGATES

IX. Section 1. EX OFFICIO Delegates to the Annual Business Meetings Shall be:

- C. All members of
 - (1) State Federation Executive Board
 - (2) All members of existing Committees
 - (3) Elected Democratic State Legislators who are dues-paying members
 - (4) Local-elected Democratic public officials (does not include PCOs) who are dues-paying members
 - (5) Chair of the State Democratic Central Committee, if a dues-paying member

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IX. Section 2. Elected Delegates

Each club/chapter shall elect one delegate for each ten (10) members or the major fraction thereof. At-Large members shall select 1 member for each ten (10) members. The Treasurer shall furnish the President with a list of clubs in good standing and the number of accredited delegates for each club, immediately preceding the opening of the Annual Meeting.

IX. Section 3. Restrictions of Delegate Voting

The following restrictions shall be in force at every State Federation meeting:

- A. A delegate from a club in arrears in dues shall have no vote.
- B. No officer or member delegate shall have more than one vote.
- C. There shall be no proxy or absentee votes.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, Newly Revised, latest edition, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws and Standing Rules of the Washington State Federation of Democratic Women’s Clubs.

ARTICLE XI – AMENDMENTS

Amendments to these Bylaws may be made at any membership meeting or Special Meeting provided a thirty (30) day written notice of the amendment has been mailed to the president and/or secretary of each club in good standing. A two-thirds vote of delegates present and voting shall adopt.

Bylaws amended at State Conventions/ Annual Meetings:

| | | |
|------------------|------------------|----------------|
| June 20-22, 1985 | June 27-28, 1992 | June 24, 2000 |
| June 26-28, 1986 | May 14-15, 1994 | June 02, 2001 |
| June 24-26, 1988 | May 20, 1995 | June 07, 2002 |
| June 24-25, 1989 | June 29, 1996 | July 8-9, 2006 |
| June 30-31, 1990 | June 28, 1997 | Sept. 20, 2015 |
| June 29-30, 1991 | June 27, 1999 | Sept. 17 2016 |

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STANDING RULES

1. Dues

Dues shall be \$5.00 per member for each member of the respective clubs/chapters of the Federation. Each club shall be liable for the fees of its membership. A club may collect individual dues from its members or a club may pay the dues of its members. Dues are payable on January 1st of each year and are delinquent on May 1st of each year.

2. Election of Club Officers

All clubs/chapters in the Federation shall elect their club/chapter officers for a one-year or a two-year term.

A. All clubs with one-year election terms shall elect and install their officers at the first meeting of the year.

B. All clubs with two-year election terms shall elect and install their officers at the first meeting of the odd-numbered year.

3. Travel Expenses

The travel expenses for the State President shall be a budgeted item determined by the Finance Committee and approved by a majority of the Executive Board present and voting.

4. Payment of Bills

No bills shall be paid by the Treasurer in excess of the budgeted amount unless authorized by a majority of the Executive Board present and voting.

5. Itemized Bills

A. All bills shall be itemized and supported by receipts before payment by the Treasurer. In the event receipts have been lost, a majority vote of the Executive Board may approve a bill.

B. All bills shall have been presented for payment in a timely manner.

6. PROJECT HELP

PROJECT HELP shall be a separate and special fund of the WSFDW to benefit those members who have been certified as an official candidate for a state office on the Democratic ticket (such as State Representative, State Senator, State Auditor, etc.).

The following criteria shall govern the disbursement of PROJECT HELP funds:

A. All candidates who receive campaign funds shall be WSFDW members by May 1st of the current year;

B. Funds shall be disbursed in the even-numbered year; except in a case of a special election held in an odd-numbered year, then the Executive Board shall be the final authority;

C. Designated funds shall not be disbursed until after the primary and before the general election;

D. PROJECT HELP funds may be carried over from one year to the next.

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7. NOMINATIONS

- A. The Nominating Committee of the State Federation shall present a list of nominees for the offices of State President, First Vice President, Second Vice President, State Recording Secretary and State Treasurer. The slate (if available) shall be forwarded with the Call to Meeting.
- B. Nominations may be made from the floor at the said Annual Meeting, provided that, if absent, nominee's consent is given in writing to the Recording Secretary.
- C. Nominees for State President shall have served on the Executive Board of the State Federation for at least one year within the past four (4) years.

8. DUTIES OF OFFICERS

A. Duties of State Federation President and Club/Chapter Presidents.

1. State Federation President

- (a) Preside at all State Federation meetings and State Executive Board meetings. Vice Presidents shall fill in for the State Chair in her absence.
- (b) Appoint all Standing Committee Chairs. Standing Committee appointments shall be approved by the State Executive Board.
- (c) Appoint Special Committee Chairs when necessary. Such chairs shall be approved by the State Executive Board and shall be members of the Executive Board during the life of the committee.
- (d) Be an ex-officio member of all committees except the Nominating Committee.
- (e) Call meetings of the Executive Board when necessary, giving a ten (10) day notice by mail/email to all Board members.
- (f) Call the Annual Meeting of the State Federation.
- (g) May appoint: Corresponding Secretary, Historian, Parliamentarian.
- (h) Work for the promotion of new affiliated clubs/chapters and growth of the established clubs/chapters.
- (i) Review a new club's/chapter's bylaws for compliance with all State and National Federation bylaws.
- (j) Report on Washington State Democratic Central Committee Executive Board business/events.

2. Club/Chapter Presidents in relation to the State Federation.

- (a) Serve as an Executive Board Member of the State Federation.
- (b) Work for the promotion of new affiliated clubs and growth of the established clubs/chapters.
- (c) May appoint a member of the club/chapter to attend State Executive Board meetings in their absence with voice and vote.
- (d) Report on Club/Chapter business & events.

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B. Duties of Vice-Presidents

1. First Vice President

- (a) Serve as an officer of the WSFDW and as a member of the Executive Board of the State Federation.
- (b) When requested by the State President, chair a meeting in her absence.
- (c) Work with the State President and other State officers to help develop and maintain new clubs/chapters.
- (d) Develop educational programs for WSFDW for use at the Women's Caucus and WSFDW meetings as needed.

2. Second Vice President

- (a) Serve as an officer of the WSFDW and as a member of the Executive Board of the State Federation.
- (b) When requested by the State President, chair a meeting in her absence.
- (c) Work with the State President and other State officers to help develop and maintain new clubs/chapters.
- (d) Perform the duties of the First Vice President as requested.

C. State Recording Secretary

1. Duties

- (a) Keep accurate and concise minutes of all meetings of the State Federation and the State Executive Board.
- (b) Maintain attendance lists.
- (c) Be responsible for all permanent records of the Federation.
- (d) Distribute the Executive Board minutes to all Executive Board members no later than 30 days after an Executive Board meeting.
- (e) No later than six (6) weeks after an Annual Meeting, mail/email the Annual Meeting minutes to all registered delegates and members of the Executive Board.
- (f) Compile and mail/email the Federation Directory to each Board member and to each affiliated club/chapter each year.
- (g) Compile and mail/email the State Officers and Committee Chairs Directory each year.

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D. State Treasurer

1. Duties

- (a) Receive all monies of the State Federation and deposit all monies of the State Federation in a bank.
- (b) Collect all WSFDW dues.
- (c) Keep an accurate account of all dues, receipts and disbursements.
- (d) Comply with the PDC filing dates, send the original to the Washington State Public Disclosure Commission, a copy of each report to your county auditor (if applicable), a copy to the WSFDW President and retain a copy for the Treasurer's files.
- (e) Photocopy checks received as required by the PDC regulations.
- (f) Present a Treasurer's report at each meeting of the State Federation and State Executive Board.
- (g) Submit books biennially for an official review and reconciliation.
- (h) Forward the Bylaws and all membership information of a club/chapter applying for Federation membership to the State President.
- (i) Serve as a member of the Finance Committee in preparing the annual budget.
- (j) Keep a current and accurate list of State Federation owned equipment, including make and serial number when applicable.

E. State Corresponding Secretary

1. Duties

1. A Corresponding Secretary may be appointed by the State President.
2. Duties of the Corresponding Secretary shall be:
 - (a) Serve on the State Executive Board.
 - (b) Perform such duties as may be assigned by the State President and/or the State Executive Board.
 - (c) Issue the call for all meetings of the State Federation at the request of the State President.
 - (d) Send Thank You and Sympathy correspondence at the request of the State President.

F. State Executive Board

1. Duties

- (a) Fill all vacancies that occur in the elective offices of the State Federation. In the event a vacancy occurs in the office of the State President, the Recording Secretary will call a Special Meeting of the Executive Board who then by majority vote shall elect a qualified member of the Federation following the appointment.
- (b) Approve the appointment of all Federation Standing Committees and Special Committees.
- (c) Transact necessary business of the State Federation between meetings and report such action at the first State Federation meeting following such action.
- (d) Call for and supervise a biennial review and reconciliation of the State Federation books and other reviews as necessary.

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G. State Bylaws and Standing Rules Committee

1. Duties

- (a) Review the bylaws and standing rules of the State Federation during the two-year term.
- (b) Prepare and present any needed changes to the State Federation at the Annual Meeting.
- (c) Make all needed changes in rules as soon as they are adopted by the Executive Board, the Annual Meeting, or Special Meetings.
- (d) Send the amended bylaws to the President for distribution.

H. State Education Committee

1. Duties

- (a) Keep on file political educational material and to furnish such material to any affiliated club.
- (b) Work with the Public Relations Committee.
- (c) Create material for website links.
- (d) Create special material for the Executive Board members as requested by the President.

I. Membership and Duties of the State Finance Committee

1. The Finance Committee's membership shall include: State Finance Chair, State President, State Recording Secretary, State Treasurer and the Vice Presidents.
2. Duties
 - (a) Meet immediately preceding the Reorganization Meeting.
 - (b) Prepare and present a budget for the coming fiscal year.

J. State Membership Committee

1. Duties

- (a) Issue membership cards.
- (b) Update the Directory.
- (c) Perform such other tasks as may be assigned by the Executive Board.

K. State Nominating Committee

1. Duties

- (a) To request each affiliated club to submit names of potential nominees for each elective state office, with their qualifications and their consent to serve, to be received by the Nominating Committee at least forty-five (45) days prior to the Reorganization Meeting.
- (b) To notify accredited clubs/chapters and all those whose names were submitted for consideration for nomination of the list of nominees thirty (30) days prior to the biennial Reorganization Meeting.
- (c) To provide the slate (if available) to the WSFDW President for distribution to the membership in advance of the Reorganization Meeting.
- (d) To present a list of one or more nominees for each elective office at the State Federation's Reorganization Meeting.
- (e) To submit nominations for vacated elective offices to the State Executive Board within sixty (60) days of vacancy.

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L. State Public Relations & Communications Committee

1. Duties

- (a) To prepare and release press, radio and TV notices and publicity as directed by the State President and/or the Executive Board.
- (b) To strive for strong community relations.
- (c) Maintain an effective and informational web page.
- (d) Carry out any assignment given to them by the State President and/or Executive Board.

M. Membership and Duties of the State Organization Committee

- 1. Membership shall consist of all club/chapter presidents who wish to participate. The State Federation President shall serve as Chair.
- 2. Duties shall be:
 - (a) Assist in the organization of new WSFDW Clubs/Chapters.
 - (b) Help support the established affiliated club/chapters.

N. State Historian

1. Duties

- (a) Compile a continuing history of the State Federation and maintain it in a permanent form.
- (b) Report at each Annual Meeting on the additions made to the history since the previous Annual Meeting.

O. State Political Action Committee

1. Duties

- (a) Organize, support, and lobby for legislation that is consistent with the objectives of the Washington State Democratic Central Committee, and of the National Federation of Democratic Women (NFDW).
- (b) Work in conjunction with the Education Committee.
- (c) Implement the WSFDW Endorsement Policy (to be initially approved by Executive Board).

Amended: June 1999 June 2002
 June 2001 July 2006
 Sept 2016