

BY-LAWS

SIXTH WARD DEMOCRATIC ORGANIZATION

ARTICLE I - NAME

The name of this organization shall be “The Sixth Ward Democratic Organization”.

ARTICLE II - PURPOSES

The purposes for which this organization has been formed are:

- Section 1. To provide a two-way channel of information on the needs of the residents of the Sixth Ward and of political, social, and economic issues affecting them.
- Section 2. To promote the interests of the residents of the Sixth Ward by endorsing and working for political, social, and economic issues, Democratic candidates, and candidates in non-partisan elections who will represent the said residents in the City, State, and Federal governments.
- Section 3. To promote openness and responsible participation in the affairs of the Democratic Party at all levels.

ARTICLE III - MEMBERSHIP

- Section 1. There are two classifications of membership in the Organization: (a) voting and (b) non-voting. Voting membership shall be open to all residents of the Sixth Ward who are registered voters, profess a belief in the purposes stated in ARTICLE II, and are current in payment of their dues. Non-voting membership is open to interested parties not residents of the sixth ward, or non-registered voters who profess a belief in the purposes stated in ARTICLE II and are current in payment of dues.
- Section 2. The membership year shall be the calendar year (January 1 through December 31).
- Section 3. Applications and payment for new membership must be submitted to the Corresponding Secretary or Treasurer, whose duty is to record same, in person, via U.S. Mail or online. Membership will date from receipt of dues. The Corresponding Secretary or Treasurer shall send confirmation of membership and the membership card to the new member via U.S. Mail within one month of receipt of dues.

Membership renewals shall be made in the same manner as application for new membership.

For purposes of voting, a member must be in good standing.

No increase in the current membership dues shall be enacted except by a majority vote of the voting members present and voting at a meeting for which due written notice has included such proposal.

- Section 4. Membership status at any meeting shall be determined by the ranking officer present by comparing the names of those present to the list published by the Treasurer of those in good standing or by the member presenting his/her current membership card.

ARTICLE IV - OFFICERS

- Section 1. The officers of the Organization shall be Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, and Treasurer. Each officer shall be elected by the voting members each January for a term of one (1) year or until their successors are elected. Each officer shall be a voting member. An officer may be re-elected to succeeding terms.

- Section 2. Publicly-elected officials shall not be eligible to hold office in this organization.

- Section 3. The Chairperson shall preside at all meetings of this Organization and the Executive Committee, and appoint chairpersons for standing and ad hoc committees. The Chairperson is an ex-officio member of all committees except the Nomination Committee.

The Chairperson shall have such usual powers of supervision and management as may pertain to the office of Chairpersons and perform such other duties as may be designated by the Executive Committee and as these by-laws specify

- Section 4. The Vice Chairperson shall perform such duties as the Chairperson and the Executive Committee may designate. In the event the Chairperson is absent, resigns, or is unable to perform the duties of the office, the Vice Chairperson shall assume the duties of the Chairperson.

The Vice Chairperson shall be responsible for designating and securing the place for the monthly Sixth Ward Organization meeting.

- Section 5. The Recording Secretary shall keep the minutes of all Organization meetings and meetings of the Executive Committee and report such minutes to the membership. The Recording Secretary shall perform any other functions that are incident to the office. At the end of each term he/she will submit an official copy of all minutes of all organizational meetings and Executive Committee meetings, as well as all pertinent correspondence and any other records for inclusion in the

historical file.

- Section 6. The Corresponding Secretary shall conduct correspondence of the Organization, including the notification of all members of the time, place, and purpose of all meetings. The Corresponding Secretary shall perform any other functions that are incident to the office. At the end of each term he/she will submit a copy of all pertinent correspondence and any other records for inclusion in the historical file.
- Section 7. The Treasurer shall receive and have custody of all funds of this Organization, shall keep an accurate and detailed record of all receipts and expenditures of such funds, and shall fulfill all local, state, and federal report requirements. In addition the Treasurer shall provide and report a regular accounting for all funds to the membership and prepare an annual financial statement for the Organization. The Treasurer shall also maintain an accurate membership list to be made available at each membership meeting including the date dues are paid by members. At the end of each term he/she will submit all records for inclusion in the historical file after having been audited.
- Section 8. Resignation: Officers or Committee Chairs may resign at any time by submitting
a letter to the Executive Committee. The resignation shall be effective upon receipt, unless another date is suggested and agreed to by the parties.
- Section 9. Removal: An officer may be removed for cause. A motion must be made for an officer's removal during a general meeting. If the motion receives a second, a written explanation of reasons must be presented to the officer in question and the remainder of the Executive Committee from the member who motioned for the officer's removal within one week, or the motion is nullified. At the next general meeting, the officer and the member who motioned for the officer's removal will each have ten minutes to speak. Members will have an opportunity to ask questions. Immediately following, a vote shall be taken on whether or not to remove the officer. A two-thirds vote of a quorum of general members is required for an officer to be removed.
- Section 10. Vacancies: In the event of a resignation, removal, or passing of an Officer, the remaining members of the Executive Committee shall appoint a member in good standing to hold office for the remainder of the term.

ARTICLE V - EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the officers, the current alderman, committeewoman, and committeeman.
- Section 2. The Executive Committee shall manage the affairs of the Organization except insofar as such powers are reserved to the General Membership.

Section 3. Any voting member of the Organization shall have the right to attend meetings of the Executive Committee and to participate in its discussion. Only members of the Executive Committee shall be entitled to vote therein.

Section 4. The quorum for conducting business at an Executive Committee meeting shall be fifty percent (50%) plus one (1) of the members of said committee.

ARTICLE VI - MEETINGS

Section 1. General membership meetings shall be held at least as frequently as quarterly, but specifically in the months of January, July, and November at such times and places as the Vice Chairperson may determine. Written notice of such meetings shall be communicated to all members via U.S. Mail or e-mail and postmarked at least ten (10) days in advance.

Section 2. The quorum for conducting business at a general membership meeting shall be defined as at least 10 voting members present at the meeting, provided notice was given pursuant to Article VI, Section 1.

Section 3. In the conduct of all meetings the most recent version of Robert's Rules of Order shall govern unless otherwise provided herein. A copy of Robert's Rules of Order shall be available at every membership meeting.

Section 4. Special meetings may be called by the Chairperson of this Organization or by the written request signed by ten (10) voting members of this Organization to the Chairperson. The reason for the meeting must be given at the time of the request. At this special meeting only the business concerning the stated topic at the time of the request may be conducted. The Chairperson will hold the special meeting within fifteen (15) days after such meeting is requested and seven (7) day's notice must be provided to the membership. A special meeting shall never be held in lieu of a regularly scheduled membership meeting.

ARTICLE VII - ENDORSEMENT

Section 1. Upon prior notice to the general membership endorsement of candidates for public office shall be made at any Sixth Ward Organization membership meeting.

Section 2. The endorsement procedure shall be as follows:

A. Every Democratic candidate, non-partisan candidate, or their representative shall be invited to a general membership meeting held prior to or on the date of the endorsement meeting.

B. To be eligible for consideration the candidate or his/her representative must

appear at a membership meeting held prior to or on the date of the endorsement meeting.

- C. Any Democratic or non-partisan candidate or his/her representative who appears before the body shall be automatically nominated for endorsement and shall be listed on the endorsement ballot. After all nominations have been made the membership shall discuss these nominations before a vote is taken.
- D. A meeting to vote on endorsement of candidates shall be held after filing has closed and at least thirty (30) days prior to the election in which the candidate is on the ballot.
- E. No candidate shall be present during the discussion and voting period for the endorsement for the office he/she is seeking.
- F. Any member, or candidate representative, or issue representative speaking in support of or opposition to a specific candidate or issue to be voted on shall disclose any financial or other tangible benefit they receive in relation to the candidate or issue.
- G. All those in attendance may participate in the question and answer session. Only voting members in good standing of the Organization shall participate in the discussion regarding the vote to endorse candidates or ballot issues.
- H. Endorsement consideration of issues/propositions which shall appear on any election ballot may be offered directly from the floor at any general membership meeting.
- I. Endorsement of a candidate for the Democratic nomination for President of the United States may take place at any membership meeting after proper written notice that an endorsement will be made is given to the general membership. All Democratic candidates shall be automatically nominated for endorsement and shall be listed on the endorsement ballot.

ARTICLE VIII - ELECTIONS

Section 1. Officers:

- A. There shall be a Nominating Committee of at least three (3) but not more than five (5) members. The Committee shall be elected by the general membership at least one (1) month prior to the November general membership meeting.
- B. The Nominating Committee shall submit the name of at least one (1) qualified candidate for each office and report to the general membership at the November meeting at which time nominations can be made from the floor.

- C. Election of officers shall be held at the January general membership meeting and determined by a plurality of votes cast by the eligible voting members present.

Section 2. Executive Committee:

Election of the Officers of the Organization shall be determined by a plurality of votes cast by the eligible voting members present at the January meeting. Each eligible voting member shall have one(1) vote per vacancy. In the event of a tie the election shall be held again. If, after the second ballot, the tie still exists the Chairperson will flip a coin.

Section 3. Propositions/Issues:

Endorsement of a proposition/issue shall be determined by a plurality of votes cast by the eligible voting members present. In the event of a tie the Chairperson will declare a position of “No Endorsement”.

Section 4. Candidates:

Endorsement of a candidate shall be by a plurality of votes cast by the eligible voting members present. In the event of a tie a second ballot will be taken after the membership has been provided an opportunity to discuss the endorsement. If the second ballot results in another tie a third and final ballot will be taken. If this results in a tie the Chairperson shall declare a position of “No Endorsement”.

Section 5. Ballot Procedures:

- A. An Election Committee (exclusive of any nominee/candidate) shall be appointed by the Chairperson to distribute, collect, and tabulate the ballots.
- B. A ballot listing all nominees/candidates, and including a ‘write-in’ section, shall be provided each eligible voting member present.
- C. Proxy voting shall not be allowed. It is not mandatory for an eligible voting member to attend the entire meeting in order to vote his/her ballot.
- D. Voting members in good standing may request an absentee ballot on-line, from the Corresponding Secretary, or other designated person. Said request must be received at least 5 days prior to the meeting where the voting will take place. Ballots shall be submitted to the Corresponding Secretary via electronic mail, as an attachment, and will be opened on the date of the election or submitted by sealed envelope, which shall be signed and dated by the voting member.

Absentee ballots must be submitted to the Secretary at least 24 hours prior to the scheduled beginning of the meeting. Absentee ballots received after the election meeting shall not be counted.

- E The Election Committee shall decide if a ballot is defective. This decision may be challenged from the floor.

ARTICLE IX - FINANCES

Section 1. The financial records maintained by the Treasurer shall be audited for each fiscal year and reported to the general membership at the January meeting. The Audit Committee shall be composed of three (3) voting members elected from and by voting members (exclusive of the elected officials) at the November general membership meeting.

Section 2. Up to \$500.00 may be expended for organizational purposes with the approval of any three (3) officers of this Organization. Any expenditure over \$500.00 must be approved by the general membership by a plurality vote at the meeting wherein the expenditure is discussed, provided proper notice of the meeting was made pursuant to Article VI, Section 1. All expenditures must be substantiated.

ARTICLE X - AMENDMENTS

These By-Laws may be amended by a two-thirds vote of members in good standing who are present to vote provided:

Section 1. A quorum is present.

Section 2. All members who are eligible to vote on such amendments have been notified by U.S. Mail or e-mail.

Section 3 The notice contains the existing By-Laws ARTICLE being changed, the proposed amendment, and the date of the meeting when voting will take place.

Section 4. The notice is postmarked at least twenty (20) days prior to the meeting when voting will take place.

[END]

Adopted by General Membership; June 21, 2007.