



Ward 5 Democrats

CONSTITUTION AND BY-LAWS

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Revised: 4/22/2019

PREAMBLE

We, the members of the Ward 5 Democratic Committee, in order to more effectively promulgate Ward unity and promote the principles of the Democratic Party, do hereby establish, ordain and proclaim these Articles as the Constitution and By-Laws for the governance of the Ward 5 Democratic Committee, established in Washington, DC, in February 1975.

ARTICLE I - NAME

This organization shall be known as the Ward 5 Democratic Committee (hereinafter referred to as "Ward 5 Dems.")

ARTICLE II - PURPOSE

The purpose of Ward 5 Dems shall be to unite all precincts in Ward 5;

- a. promote the principles of the Democratic Party;
- b. give consideration to and act upon any matter affecting the civic interests and welfare of the residents of Ward 5;
- c. to provide a strong vehicle through which Democratic candidates may be advanced;
- d. and to participate in the execution of the activities of the District of Columbia Democratic State Party including activities to promote the election of Democrats at the local, state and national levels.

ARTICLE III – MEMBERSHIP

To become a member of the Ward 5 Dems, a person must be registered as a Democrat in the District of Columbia and must maintain a primary domicile/ residence in Ward 5. Members are expected and encouraged to contribute to the well-being of the organization including making monetary donations.

ARTICLE IV – MANAGEMENT

Section 1 - There shall be an Executive Committee composed of the officers, chairpersons of standing, special and advisory committees and elected Ward 5 members of the DC Democratic State Committee.

Section 2 - The Executive Committee shall have vested authority to act for the Ward 5 Dems under its established policies and authority, whenever the regular meetings are not in session. Recommendations from the Executive Committee shall be presented to the general body for approval at the next general meeting.

Section 3 - Any action taken by the Executive Committee may be modified or rescinded by two thirds (2/3) vote of members present and voting at a general membership meeting.



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Section 4 - No officer shall be eligible to hold office more than two consecutive two-year (2) terms, except to complete an unexpired term.

ARTICLE V – ELECTION

Section 1 - A Nominating Committee of three or five persons shall be appointed by the Chairperson at the April general meeting, which is two (2) months prior to the annual meeting that is held in the month of June of each odd numbered year. The Committee shall elect its chairperson.

Section 2 - The Nominating Committee shall make a report on the slate of officers in May of each odd numbered year, which is one month prior to the annual meeting.

Section 3 - The election of officers shall be by ballot prepared by the Nominating Committee.

Section 4 - In May, nominations can be taken from the floor by members, provided the nominee is eligible according to the Bylaws. If the nominee is not present, consent of the nominee must have been obtained in writing and presented at the time of nomination.

Section 5 - A majority vote of those present and voting shall elect the officers.

Section 6 - Vacancies shall be filled by appointment by the Chairperson until the Nominating Committee can meet and propose nominees to fill vacancies.

Section 7 - Eligibility

- a. To be eligible for elected office in the Ward 5 Dems, a candidate must have maintained a primary domicile/residence for at least one year in Ward 5,
- b. and attended at least four Ward 5 Dems general meetings prior to May meeting where names are placed in nomination.

Section 8 - Proxy voting shall not be permitted.

ARTICLE VI - OFFICERS

Section 1 - The elected officers of the Ward 5 Dems shall be Chairperson, First Vice Chairperson, Second Vice Chairperson, Recording Secretary, Treasurer, Financial Secretary, Corresponding Secretary, and Assistant Recording Secretary

Section 2 - The appointed officers shall be Chaplain, Parliamentarian, Historian and Sergeant-At- Arms.

Section 3 - Officers may be removed for causes deemed prejudicial to the Ward 5 Dems upon a recommendation from the Executive Committee, and ratification by two thirds (2/3) vote of those members present and voting at a general meeting, provided that the officer shall have been presented with a written notice and given a reasonable opportunity to be heard by the membership.

ARTICLE VII - DUTIES

Section 1 - The Chairperson shall be the chief executive officer of the Ward 5 Dems, and:

- a. shall preside at all meetings of the Ward 5 Dems, general, special and Executive;



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- b. shall be responsible for implementation of all orders and resolutions of the Ward 5 Dems;
- c. shall execute all contracts and agreements authorized by the Executive Committee and/or the general membership of the Ward 5 Dems;
- d. shall appoint all committee chairs, except Nominating and Audit Committee;
- e. shall be an ex-officio member of all committees, except the Nominating and Audit Committees;
- f. shall represent The Ward 5 Dems at the DC Democratic State Committee meetings and activities and;
- g. shall exercise such other duties and powers inherent in the office of the Chairperson.

Section 2 - In the absence or disability of the Chairperson:

- a. The First Vice Chairperson shall perform the duties of the Chairperson, and/or other duties as assigned.
- b. The First Vice Chairperson is responsible for oversight of the following committees: Issues and Programs, Constitution and By-laws, Political Action, and Voter Registration and Education.
- c. The Second Vice Chairperson shall perform the duties of the Chairperson in the absence of the First Vice Chairperson, and other duties as assigned,
- d. The Second Vice Chairperson is responsible for oversight of the following committees: Budget and Finance, Membership, Communication/Publicity and Ways and Means.

Section 3 - It shall be the duty of the Recording Secretary to:

- a. attend all meetings of the Ward 5 Dems;
- b. record all proceedings and maintain a permanent record of the same; and
- c. maintain a record of attendance and prepare reports as required by the Chairperson for the general membership and/or the Democratic State Committee.

Section 4 - The Treasurer shall be the finance officer and shall:

- a. keep full and accurate accounts of receipts and disbursements in bound books,
- b. which must be open to audit;
- c. deposit all monies and valuable effects in banking institutions approved by the Executive Committee, and shall maintain accounts in the name of the Ward 5 Dems;
- d. shall substantiate disbursements by proper voucher (duplicate), receipted bills or authorization of the membership;
- e. make all disbursements by check bearing two (2) signatures, the treasurer and the Chairperson;
- f. make financial status reports at each monthly meeting of the general membership;



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- g. be bonded at the Ward 5 Dems expense;
- h. prepare and submit financial reports to the DC Office Campaign Finance, and
- i. serve as a member of the Budget and Finance Committee.

Section 5 - The Financial Secretary shall:

- a. receive all bills, requests for payment and necessary associated documentation for approval prior to payment by the Treasurer via the Chair or the Executive Committee; and
- b. review all financial transactions of the Ward 5 Dems and ensure that funds raised through events and programs are accurately recorded prior to submission to the Treasurer.

Section 6 - The Corresponding Secretary shall:

- a. give and/or coordinate with third party(s) proper notice of all meetings of the Ward 5 Dems;
- b. send out correspondence when directed;
- c. maintain an active roster of Ward 5 Dems meeting attendees from the monthly meeting sign in sheets;
- d. and perform such duties as may come within the province of the office of Corresponding Secretary.

Section 7 - The Assistant Recording Secretary shall perform the duties of the Recording Secretary in the absence and/or disability of the Recording Secretary.

Section 8 - The Chaplain shall render all services of reverence for the Ward 5 Dems.

Section 9 - The Historian shall keep an on-going, official record of facts and events, both pictorial and narrative, pertaining to the activities of the Ward 5 Dems

Section 10 - The Parliamentarian shall advise the Chairperson on parliamentary order on all occasions, as requested.

Section 11 - The Sergeant-At-Arms shall maintain order in the meetings.

Section 12 - Removal from a position

- a. Any elected officer, who is absent from three (3) consecutive meetings, and has not produced evidence of being ill, or absence from the city, shall cause such absence and inaction to be considered as a resignation, and the Ward 5 Dems Chairperson shall declare the post vacant.
- b. Any appointed chairperson or person holding any appointed position who fail to satisfactorily perform duties and does not show cause for such neglect to the Executive Committee shall be subject to dismissal.

ARTICLE VIII — MEETINGS

The Ward 5 Dems shall meet monthly at times and places, except July and August to be designated by the Executive Committee. All such meeting places are to be at locations readily accessible



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to the general public. The registered Democratic voters of Ward 5 that attend a meeting through a simple majority vote may elect to cancel a regular meeting of the organization at any preceding meeting.

There shall be a biannual Meeting of the Ward 5 Dems, which shall be held in the odd numbered year in the month of June to elect officers as provided in these By-laws and for such other purposes as determined by the general membership.

A 7 days public notice of meetings is required. Notice of meetings shall be posted in the public spaces, distributed through handouts, mail, etc., copies shall also be sent electronically via email and other social outlets, and posted on Ward 5 based listservs on the Internet

The Executive Committee shall meet two weeks prior to the regular monthly meeting to establish an agenda.

ARTICLE IX - QUORUM

Section 1 - A quorum for General Membership Meetings shall be ten (10) members.

Section 2 - A quorum for the Executive Committee shall consist of one third (1/3) of the Ward 5 Dems Executive Committee members.

ARTICLE X - COMMITTEES

Section 1 - The standing committees shall be: Budget and Finance, Issues and Programs, Communication/Publicity, Constitution and By-Laws, Membership, Political Action, Ways and Means, and Voter Registration and Education.

Section 2 - Special Committees may be appointed by the Chairperson to carry out special assignments.

Section 3 - Advisory committees may be established by the Chairperson as advisors on issues of interest to the Committee.

ARTICLE XI DUTIES OF COMMITTEES

Section 1 - The Budget and Finance Committee Shall:

- a. Develop an operating budget for the fiscal year (beginning October 1) subject to the approval of the membership;
- b. monitor the budget and all assets and liabilities of the Ward 5 Dems; and
- c. present monthly status reports at general membership meetings.

Section 2 - Issues and Programs shall:

- a. maintain a list of all available resources of the ward and citywide;
- b. keep membership informed of all opportunities for individual or community development through varied resources;
- c. develop means of communication with government, organizations, and institution concerned with resources and/or development that affect community needs/concerns;
- d. focus attention on issues affecting citizenry;
- e. develop programs of interest for presentation through forums, guest speakers and appearances at the general membership meetings; and



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- f. keep abreast of public hearings, and initiates necessary action to inform the Ward 5 Dems.

Section 3 - The Constitution and By-Laws Committee shall:

- a. monitor the proceedings of the meetings of the Ward 5 Dems;
- b. receive proposals for changes to the By-Laws, deliberate on such proposals;
- c. and under the direction of the chair or the Executive committee, shall prepare reports of proposed changes for consideration and vote by the general body at the subsequent meetings of the Ward 5 Dems.

Section 4 - The Political Action Committee shall:

- a. promote awareness of the Democratic Party including organizing precinct contacts to inform voters of political action;
- b. plan activities during campaigns; and
- c. seek out candidates for political office.

Section 5 - The Communication/Publicity Committee shall:

- a. prepare and disseminate information to the general membership and to the general public pertaining to the Ward 5 Dems activities local and citywide;
- b. manage the publicity activities and coordinate outreach and advocacy activities.

Section 6 - The Ways and Means (Fundraising) Committee shall suggest, develop plans, host and implement actions to raise funds to support the activities of the Ward 5 Dems.

Section 7 - The Voter Registration and Education Committee shall:

- a. conduct voter registration drives throughout Ward Five
- b. collaborate with other organizations when possible to educate Ward Five voters and all Democrats that reside in the District of Columbia; and
- c. register new, older, and younger Democrats throughout Ward Five.

Section 8 - The Membership Committee shall:

- a. recruit and maintain membership; and
- b. try to attend all meetings.

Section 9 - The Audit Committee shall:

- a. consists of a chairperson and two members, none of whom shall be officers or serve on the Budget and Finance Committee; and
- b. at least one committee member shall certify having a background in accounting and finance; and the Committee shall elect its chairperson.

ARTICLE XI – AMENDMENT AND SUSPENSION

Section 1 - The Constitution and By-Laws of the Ward 5 Dems may be amended at a general meeting or a special meeting called for that purpose, by two thirds (2/3) vote of those present and voting, provided, previous notice have been given.



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Section 2 - The Constitution and By-Laws shall publish and have distributed to the membership, all proposed amendments at least fifteen (15) days prior to meeting for action.

Section 3 - Rules of the Constitution and By-Laws may be suspended at a general meeting by two thirds (2/3) vote of those present and voting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall be the governing authority in all matters of procedure not otherwise set forth in this Constitution and By-Laws. The provisions of the Constitution and By-Laws are effective immediately.

ARTICLE XIV – AFFIRMATIVE ACTION

The Ward 5 Dems wholeheartedly endorses Affirmative Action, inclusivity and welcomes all.