

Southwestern Illinois Democratic Women (SWIDW)

Bylaws

Article I: Name

- Section 1:** **Name:** The name of this organization shall be the Southwestern Illinois Democratic Women, hereinafter referred to as SWIDW.
- Section 2:** **Address:** SWIDW shall have, and continually maintain, within Illinois an official address which shall be the address of the current President, or as may be designated from time to time by the Executive Committee.
- Section 3:** **Fiscal Year:** The fiscal year shall commence on January 1 and end on December 31 of each year.

Article II: Purpose

- Section 1:** **Purpose:** SWIDW shall be a grass-roots organization whose purpose shall be to advance the election of Democratic candidates and to work for more equitable representation and participation of Democratic women in all levels of the Democratic Party and in all levels of government.
- Section 2:** **Objectives:** SWIDW shall work to fulfill this purpose through educational programs, fundraising activities, and campaign assistance to the Democratic Party and its candidates.
- Section 3:** **Non-Endorsement:** It shall be the policy of SWIDW to refrain from endorsing any candidate prior to the primary elections.

Article III: Membership

- Section 1:** **Membership:** Membership in SWIDW shall be open to all Democrats who support the purposes of this organization.
- Section 2:** **Payment of Dues:** Membership shall be dependent upon payment of dues set by these bylaws. Dues shall be paid for each fiscal year.
- Section 3:** **Annual dues shall consist of five categories:**
- 1) General Membership - \$15.00
 - 2) Student Membership – 18 years or older - \$5.00
 - 3) Sponsor – those with a desire and the means to offer a greater level of support - \$100
 - 4) Lifetime - \$500

Article IV: Membership Privileges

- Section 1:** **Voting:** Each member shall have one vote on each matter of business brought before the members. Eligibility to vote shall be determined by verification of membership by the Treasurer. Only members in good standing shall be eligible to vote on the election of officers at the biennial business meeting. Only members in good standing who are present at the meeting can vote.

Article V Meetings:

- Section 1: Regular Meetings:** Regular meetings of the general membership shall be held on the first Wednesday of each month except July and December. Regular meetings of the general membership may be canceled by a majority vote of the Executive Committee.
- Section 2: Special Meetings:** Special meetings of the membership may be called on the written request of twenty percent (20%) of the membership. Written notice of the time, place and reason for calling the special meeting shall be sent to all members and the Executive Committee at least ten (10) days in advance of the proposed meeting.
- Section 3: Executive Committee Meetings:** Regular meetings of the Executive Committee will be set by the President. Special Executive Committee meetings may be call at the request of a majority of the Executive Committee members. Notice of the time, place, and reason for calling of the special Executive Committee meeting shall be sent to all current Executive Committee members of record at least one week (seven days) preceding the date of the proposed special Executive Committee meeting, unless time limits are waived by agreement of the majority of members of the Executive Committee. A quorum shall be a simple majority. Once each quarter, chairpersons of standing and ad-hoc committees will attend the Executive Committee meetings for planning meetings for the upcoming quarter.
- Section 4: Open Meetings:** All regular or special meetings shall be open to all members.
- Section 5: Robert's Rules of Order:** All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, unless otherwise set forth herein.
- Section 6: Quorum:** A quorum at any regular or special meeting of the membership, for conducting the business of SWIDW shall consist of at least ten (10) members, including two (2) Executive Committee officers. In absence of a quorum, business may be conducted for acceptance of the minutes of the previous meetings, filing of the Treasurer's report for audit, and acceptance of committee reports. No votes on other items may be taken without a quorum.

Article VI: Election of Officers:

- Section 1: Election Date & Terms:** In odd-numbered years at the March meeting, SWIDW members shall elect the following Executive Officers: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The term of office shall be two years and the term of office shall begin immediately following the election.
- Section 2: Vacancies:** Vacancies in offices shall be filled by appointment based on a majority vote of the Executive Committee.
- Section 3: Executive Committee Membership:** The Executive Committee shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Article VII: Duties and Powers of Officers

- Section 1: Executive Officers:** The President and Vice President shall be the principle Executive Officers of SWIDW and shall be responsible for administration of SWIDW business. The President shall be ex-officio members of all Standing and Ad Hoc Committees. The Vice President shall serve in the absence of the President and execute duties as assigned by the President. Once per term, the President shall convene a committee of

three to five (3-5) rank and file members to conduct an audit of the financial records of the organization.

Section 2: Recording Secretary: The Recording Secretary shall keep an accurate and official record of SWIDW proceedings and submit a written report of previous proceedings at the next meeting.

Section 3: Corresponding Secretary: The Corresponding Secretary shall send notice to the membership of all meetings of SWIDW, and will assist the President in maintaining communications.

Section 4: Treasurer: The Treasurer shall receive and deposit monies and securities of SWIDW expeditiously, and shall maintain accurate books, accounts of receipts and expenditures, and bank and credit balances. The Treasurer shall be responsible for all disbursements of funds and shall submit a written report at regular meetings. The Treasurer shall be responsible for filing all necessary financial reports with the State Board of Elections in a timely manner. The Treasurer will maintain a current membership record and collect dues annually for deposit in the general treasury of SWIDW.

Article VIII: Committees

Section 1: Standing Committees: Standing committees shall include, but not be limited to: Program; Finance and Fundraising; Campaign Liaison; Membership; and Communications. One or more standing committees may be combined for the purposes of administration and operation if approved by a majority of the Executive Committee.

Section 2: Ad-Hoc Committees: Ad-Hoc committees may be established by the Executive Committee.

Section 3: Chairpersons: Standing and Ad-Hoc committee chairpersons shall be appointed by the President.

Section 4: Nominating Committee: The Nominating Committee is an Ad-Hoc Committee formed for presenting a list of nominees. The Nominating Committee shall seek nominees for candidacy for each office and shall also accept nominations from the floor. The Nominating Committee shall be appointed by the President in January of each election year, shall present the slate of candidates for office at the February meeting and conduct the election at the March meeting. Voting shall be as noted in Article IV, Section 1: Voting.

Article IX: Duties of Committees

Section 1: Program: Coordinate programs to be presented for training and educating Democrats to further their understanding of and participation in the Democratic Party and the political process.

Section 2: Finance/Fundraising: Organize and promote fundraising projects undertaken by SWIDW.

Section 3: Campaign Liaison: Coordinate volunteers to work in campaigns of candidates who support the purposes of SWIDW and coordinate activities of SWIDW in support of Democratic candidates and the Democratic Party.

- Section 4: Membership:** Promote membership in SWIDW, encourage and promote youth membership in SWIDW and assist the Treasurer in collection of dues and maintenance of membership records.
- Section 5: Communications:** Publish and distribute SWIDW newsletters and promotional materials, maintain SWIDW website, promote communication on social media and with the news media as applicable.
- Section 6: Committee Reporting:** Committees may report to the membership at regular meetings when applicable.

Article X Amendments

- Section 1: Method:** These bylaws may be amended by a two-thirds (2/3) vote of members present at a general membership meeting, provided the amendments shall be submitted to all members at least thirty (30) days prior to the meeting at which the amendments are to be voted on.
- Section 2: Effective Date:** Amended bylaws shall become effective immediately upon approval.

Adopted March 6, 2008
Amended September 10, 2009
Amended August 15, 2010
Amended July 15, 2013
Amended February 7, 2018