

Bylaws of the Montgomery County Young Democrats of the Great State of Maryland

Article I – NAME

Section 1: The name of this organization is the Montgomery County Young Democrats, Inc. (Hereinafter referred to as MCYD).

Article II – PURPOSE

Section 1: MCYD is a social welfare organization whose primary purpose is to improve the general welfare of our community. MCYD shall educate, recruit and mobilize young people in Montgomery County in order to promote effective political action that supports the platform and goals of the Maryland Democratic Party and the Young Democrats of Maryland.

Section 2: All activities are to be within federal, state, and local law and the basic principles of the Democratic Party.

Section 3: The MCYD shall not make monetary contributions to candidates or campaigns.

Section 4: The MCYD shall maintain a post office box at a Montgomery County branch of the United States Post Office for official correspondence.

Article III – MEMBERSHIP

Section 1: The MCYD and its members shall not discriminate against an individual for any reason including but not limited to the individual's real or perceived: race, religion, nationality, and degree of physical ability, creed, gender, gender identity, sexual orientation, sexual identity, familial status (including pregnancy), age, ethnic origin, ancestry, or economic status.

Section 2: Those who are committed to the core values of the Democratic Party and currently reside in, work in (place of employment must be located in Montgomery County), or attend any school in Montgomery County shall be eligible for membership. Eligible voters must be registered as Democrats. All members must provide contact information which includes their name, mailing address, a second manner of contact (phone or email address) and date-of-birth. Membership in the organization shall constitute permission to be contacted with periodic information pertaining to the organization and its mission. Contact information shall not be shared, rented, or sold to third parties or other organizations for any purpose.

Section 3: The membership of the MCYD shall be divided into three categories: Active Members, Affiliate Members, and Honorary Members.

- A) Active Membership: Shall consist of those Members who have reached fourteen (14) years of age or those who have not yet reached their thirty-sixth (36th) birthday. Such members will be welcome to all scheduled meetings and will have full voting rights as long as they are members in good standing as described in Article III Section 4.
- B) Affiliate Membership: Affiliate Membership is open to all those not meeting the qualifications for active Membership. Shall have the privileges of Active Members but they shall not hold a position on the Executive Board. Affiliate Members shall not count for the purposes of Annual Convention delegate apportionment. Affiliate Members under the age

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of fourteen (14) shall not be required to pay dues. Such members will be welcome to all scheduled meetings but will not have any voting rights.

- C) **Honorary Membership:** Honorary Membership for life may be conferred on any person who has rendered service of an outstanding character in the advancement of the ideals and principles of the Democratic Party and of this organization, by not less than a majority vote of the active members in good standing of the MCYD at any general meeting. Honorary membership shall not carry the privilege of holding office on the MCYD Executive Board. All city, county, and state elected Democratic officials are automatically Honorary Members upon election and are automatically striped of membership if they are removed from office for criminal misconduct or abuse of their position for personal gain or conviction for criminal conduct stemming from their time in office. Honorary members need not pay dues and are welcome at any gathering of MCYD with the exception of an emergency meeting of the Executive Board. Honorary members shall have no voting rights.

Section 4: Members in good standing shall be defined as members who pay their required dues and who have attended at least one-third (1/3) of the general meetings in the past 12 months or have not been formally disciplined in the previous ninety (90) days.

Section 5: **Voting Rights.** Active Members in good standing shall be entitled to cast one vote with respect to those matters submitted to the Members for action or approval. There shall not be any voting of Members by proxy. Affiliate and Honorary Members shall have no voting rights. Votes may be taken by voice, show of hands, or by written ballot. Voting is based on one person, one vote.

Section 6: **Termination of Membership.**

- A) The membership of each Member of the MCYD will terminate upon the Member's death, resignation, expulsion, 36th birthday, or failure to pay dues as outlined in Article III Section 6 subsection B.
- B) Unless otherwise determined by the Executive Board, each Member's membership will immediately terminate if her or his membership dues have not been paid within ninety-one (91) days after such Member's dues were due.
- C) Members terminated as the result of non-payment of dues may reactivate their membership in the MCYD by payment of all current dues.
- D) Any action other than those stated above which require discipline shall be conducted according to Article XIII, Section 1.

Article IV - EXECUTIVE BOARD

Section 1: The MCYD shall not have less than the following mandatory Executive Board positions: a President, Vice President, Secretary, and Treasurer. Any other Executive Board position shall be called for by the President or by a nomination from the floor, and confirmed by the membership by election with a quorum of a majority of the active membership in good standing. Additional positions may include, though not be limited to, a Membership Director, Programming Director, and Communications Director, and upon membership elections, directors shall be Executive Board members. All executive board members must meet the eligibility requirements and remain members in good standing. In order to

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conduct the official business of the organization, all Executive Board members must be at least 18 years of age at the beginning of their term, unless a member of the board is a legally emancipated minor.

Section 2: The term of an Executive Board shall last for two calendar years beginning at noon on January 1st of the even numbered year preceding the election and terminating at noon on January 1st of the even numbered year preceding the next election.

Section 3: President is the Chief Executive of the MCYD and Chief of the Executive Board.

- A) Shall be the ex-officio of all committees.
- B) Shall define the agenda for meetings.
- C) May sign checks and authorize expenditures, and both President and Treasurer must authorize expenditures of over \$250.
- D) Shall have maximum discretion in determining the activities which further the purposes of the organization subject to review by the Executive Board and membership of the MCYD.

Section 4: Vice President is the number two executive of the MCYD.

- A) Shall, in the absence of the President, assume all duties and responsibilities of the President.
- B) Shall perform other duties as the President directs.

Section 5: Secretary

- A) Shall take minutes of General, Special, Executive and Emergency meetings.
- B) Shall keep updated membership lists, including by category designated in Article III, Section 3.
- C) Shall maintain all documents, records and correspondence of the MCYD.
- D) Shall notify membership of upcoming meetings and take attendance at those meetings in conjunction with the membership director.
- E) Shall produce materials for inspection by membership upon request, in an appropriate timeframe.
- F) If for any reason this position becomes open, the materials related to it shall be delivered to the President or Vice President within 72 hours.

Section 6: Treasurer

- A) Shall establish and maintain an account in a financial institution approved of by the membership.
- B) Shall collect membership dues.

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- D) Shall deposit any funds collected from any source (members, Finance Committee, etc.) To the financial institution within three (3) business days.
- E) Shall only disburse funds once an expenditure has been directed by the Executive Board or membership.
- F) Shall report up-to-date information on MCYD finances at every general meeting or, at an appropriate time, once requested by any member in good standing.
- G) Shall meet all financial reporting requirements of all levels of government within the designated time given to do so.
- H) May sign checks and authorize expenditures of under \$250.
- I) The President and Treasurer shall authorize expenditures of over \$250.

Section 7: Vacancy

- A) A vacancy is designated as existing when an Executive Board member has resigned, been removed from their office, is no longer eligible for membership in the MCYD, or is no longer a member in good standing.
- B) If the above occurs due to resignation, the person shall be considered resigned upon the President or Secretary receiving a letter or email declaring that the person is no longer able to fulfill his/her duties to the MCYD and all materials related to the position are in the hand of either the President or Secretary.
- C) If the above occurs due to a person being removed from office due to violation of good standing, violation of any Democratic rules, and/or violation of any Federal, state or local law while in office the vacancy is designated as enacted upon a vote of the membership.
- D) A vacancy shall be declared if an Executive Board member meets the criteria for termination of membership as outlined in Article III, Section 6.
- E) Any vacancy occurring on the Executive Board may be filled by a majority vote in a special election with a quorum of a majority of active members in good standing as outlined in Article V, Section 2(B) and Article IX. An attempt must be made to fill a vacancy. This election must be the first order of business for the meeting at which the election is held. Nominations from the floor shall be allowed during this election. An Executive Board member so chosen shall serve for the balance of the unexpired term of the vacant office.

Article V – COMMITTEES

Section 1: Standing Committees

- A) Standing Committees are permanent committees.
 - a. The Director of a Standing Committee is a member of the Executive Board

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- b. The following committees are Standing Committees: Programming, Membership, Fundraising.

B) Membership

- a) Shall recruit new and engage existing members for the MCYD.
- b) Shall perform outreach activities. This committee shall be chaired by the Membership Director.

C) Fundraising

- a) Shall plan and participate in fundraising activities
- b) The treasurer shall be the chair of the fundraising committee and ensure that any funds raised are deposited in the MCYD's bank account within seven (7) days of said funds being obtained.

D) Programming

- a) Shall be chaired by the Programming Director.
- b) Shall assist the Executive Board as necessary in planning and execution of MCYD events.
- c) A programming event shall be defined as an event that occurs for the membership of the MCYD, be it social, educational, or otherwise defined.
- d) Shall make every effort to ensure that every member of the MCYD has the opportunity to attend all events.

Section 2: Special Committees

- a. Ad Hoc committees to investigate and to carry out a specific purpose.
- b. The leader of a Special Committee is not a member of the Executive Board.
- c. The following committees are Special Committees: Special Elections, Elections, and bylaws.
- d. This is not a restriction in any way to the formation of any ad hoc committee that may be needed at a future date.

A) Elections

- a) A committee of three shall be formed for the purpose of obtaining a nominee or nominees for each office, administering the elections process, tallying the votes, and handling elections related grievances under the bylaws.

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- b) The President and the Executive Board are not to name members of the Elections Committee or participate in its processes.
- c) The names of the Elections Committee members shall be put before the membership for a vote at the September meeting in an odd-numbered year meeting.
- d) Members of the Election Committee cannot be a candidate for any office or have served on the previous two Executive Boards.
- e) Based on the criteria set forth in these bylaws, the Elections Committee shall certify whether a nominee is qualified for inclusion on the ballot using the official membership information furnished to it by the Secretary.
- f) The Elections Committee shall prepare a report of the names of the nominees to be included on the ballot at the October meeting of an odd numbered year.
- g) At the meeting where the Elections Committee report is submitted nominations from the floor will be accepted, if the members offer any.
- h) The Elections Committee shall be responsible for tallying the votes for each office. Candidates shall have the right to have an observer present during the tallying of votes.
- i) The Elections Committee shall have the sole power to hear and rule on all election related grievances, including but not excluded to, disputed ballots and voting eligibility.
- j) The Elections Committee will be disbanded at the end of the election cycle meeting.
- k) Any Elections Committee meetings must have minutes recorded and those minutes must be made available to the membership within 48 hours.

B) Special Elections

- a. A three (3) person Special Elections Committee shall be nominated from the floor for the purpose of this special election and said election shall be the first order of business at the during which the election is held.
- b. The composition of the Special Elections committee must meet the criteria set forth above in Paragraph A for the Elections Committee; with the exception of subclause (c) of the Elections provisions above.
- c. Based on the criteria set forth in these bylaws, the Special Elections Committee shall certify whether a nominee is qualified for inclusion on the

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ballot using the official membership information furnished to it by the Secretary.

- d. The election procedure of the special election shall be as outlined in Article VIII, section 3, and sections 6 through 12; as well as Article IX.
- e. Any meeting of the special elections committee must have minutes recorded and those minutes must be made available to the membership within 48 hours.

Article VI - MEETINGS

Section 1: General meetings shall be called at least eight times a year. An agenda will be arranged for each meeting. All members are welcome to attend and offer new business at the appropriate place in the agenda.

Section 2: Notice of Meetings of Members. Notice of each general and special meeting shall be provided to Membership via the email address provided to the MCYD. Such notices shall be sent not less than ten (10) and not more than sixty (60) days before each meeting, shall specify the place, day, and hour of the meeting, and shall state the general nature of the business to be considered at such meeting.

Section 3: Quorum. The presence in person of ten percent (10%) of the Active Membership in good standing shall constitute a quorum for a general meeting.

Section 4: Special meetings of the Active Members for any purpose or purposes may be called at any time by the President, by a majority of the Executive Board, or upon written petition by at least ten percent (10%) of the Active Members in good standing.

Section 5: Emergency meetings may be called by the Executive Board to address any immediate concern. An explanation of why the meeting was called and any actions taken on behalf of the group shall be provided to the membership at the next general meeting.

Article VII – ENDORSEMENTS

Section 1: This organization shall not endorse any candidate in a primary election.

Section 2: The MCYD may endorse any Democratic candidate in a General Election by a majority vote of the members in good standing at a general meeting.

Section 3: The MCYD may cancel an endorsement given to candidates by a majority vote of the members in good standing at a general meeting.

Article VIII – GENERAL ELECTIONS

Section 1: Elections for the Executive Board of the MCYD shall be in November of odd-numbered years. Elections shall be the first order of business at this meeting.

Section 2: At the September meeting of odd-numbered years the members shall select an Elections Committee of three people to count the votes at the November meeting.

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Section 3: The Elections Committee shall not be composed of any member of the Executive Board, any candidates for the Executive Board or any Executive Board member from the past two MCYD Executive Boards. All members in good standing are viable for the Elections Committee.

Section 4: Voting for the Executive Board shall be by ballot.

Section 5: The Ballot shall contain, at least, President, Vice President, Secretary and Treasurer. At the September meeting, the membership shall vote to affirm which non-mandatory Executive Board positions shall be included on the ballot for the following November election by a quorum of the majority of active members in good standing.

Section 6: All Active Members in good standing are eligible voters and candidates. Candidates can only run for one position an election cycle.

Section 7: The Elections Committee shall count the ballots in the same room in which the election takes place. The election must be the first order of business for the meeting during which it takes place.

Section 8: No MCYD member shall be asked to leave the room during the vote tally unless that member is in violation of the rules herein or as outlined in our Parliamentary Authority as identified in Article XIII, Section 1.

Section 9: Each position will be voted on, tallied, and announced together.

Section 10: In a race between two candidates a simple majority of the members voting determines the winner.

Section 11: In a race with more than two candidates the voting members of MCYD will be asked to rank the candidates from their favorite to least favorite. If a candidate receives a majority or more of the votes on the first ballot they are to be declared the winner. If no candidate receives a majority of the votes on the first ballot the Elections Committee will determine all the rankings of the candidates and eliminate the candidate with the least #1 votes. The ballots of the members who voted for that candidate will then be re-tallied by their second favorite candidate and the tally will be re-announced. This will repeat until one candidate has a majority of the Active Members in good standing who have signed in for the election.

Section 12: If determined by a majority of a quorum—a majority of the members in good standing—the biannual election by the Active Members of the MCYD may take place by email or other online programs. If it is so determined, ballots shall be emailed to all Active Members in good standing not more than thirty (30) days before such biannual elections of the directors and, to be valid, ballots must be completed and emailed to the Elections Committee by the date specified in the ballot, which shall be not less than ten (10) days before such biannual meeting.

Section 13: In the case of inclement weather or other such unforeseen circumstances the Elections Committee may, in consultation with the Executive Board, reschedule the Election.

Article IX – SPECIAL ELECTIONS

Section 1: A Special Election must be called for once an Executive Board vacancy occurs. The Members of the Executive Board may either determine how to divide the responsibilities of the

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vacancy amongst themselves or appoint a current Executive Board member to assume the duties of the vacancy until the Special Election is held.

Section 2: At the first meeting after the announcement of a vacancy, nominations from the floor shall be entertained as well as any nominee put forth by the President. The Special Elections Committee shall prepare a report of the names of the nominees to be included on the ballot.

Section 3: At the second meeting after the announcement of a vacancy, a special election must be held. This membership meeting must have a quorum of a majority of the active members in good standing.

Article X – TRANSITIONAL PERIOD

Section 1: The Transitional Period commences immediately preceding the November election and terminates at the end of a Board term. At that time, the current Executive Board must prepare all proprietary information, documents, data, and property of the MCYD for the incoming board.

Section 2: At least one mandatory transitional meeting shall be held between the incoming and outgoing members of the Executive Board listed above in Article IV.

Section 3: All legal, financial, and business information—including but not limited to bankcards, statements, account information, digital permissions, passwords, and postal information—must be transferred into the custody and sole ownership of the incoming Executive Board during this period.

Section 4: All legal titles and powers must be transferred during this period. All legal documents must be signed and filed with relevant state and federal government agencies during this period.

Section 5: All vendors must be given official notice of the change of leadership and legal responsibility during this period.

Article XI - FISCAL YEAR

Section 1: In fiscal matters, the MCYD shall abide by the fiscal year starting on July 1 of each year.

Article XII – AMENDMENTS

Section 1: Any member in good standing may make a motion to amend these bylaws at any general membership meeting. If seconded, the proposed Amendment shall be sent in writing (letter or email) to all voting members of MCYD not less than two weeks prior to the next general membership meeting. At that meeting, a 2/3 vote of a quorum of a majority of members in good standing shall be required to pass the amendment.

Article XIII- PARLIAMENTARY AUTHORITY

Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the MCYD in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order or administrative rules that the MCYD should adopt.