ARTICLE I - NAME

Section 1.01 - Organization Name: The name of this organization shall be the Washington County Democratic Committee, and, when appropriate for correct identification, the Washington County Virginia Democratic Committee (the “Committee” or “WCDC” or “WCVDC”).

ARTICLE II - PURPOSE

Section 2.01 - Statement of Purpose: The Committee is organized for purposes consistent with the Party Plan of the Democratic Party of Virginia, including:

A. To do all within its power to aid in the victory of the Democratic Party’s nominees in all elections;
B. To promote the growth and success of the Democratic Party at the local, state and national levels and use their best efforts, prior to general, primary and special elections, to ensure the orderly selection of qualified Democratic nominees to all elective public offices, in accordance with the Party Plan of the Democratic Party of Virginia;
C. To promote efforts to register all qualified Democratic voters in Washington County, Virginia, and to encourage such voters to participate in the political process;
D. To promote harmonious relationships among all members of the Committee, and to cooperate with local, state and national Democratic committees and campaigns;
E. To recognize the diversity of our society and the belief that our Party will be strengthened by these differences. We encourage full, timely and equal opportunity for all segments of the population to participate in Party affairs. Particular concern should be undertaken regarding young people, women, African-Americans, and other ethnic minorities, persons with disabilities and other constituent groups; and
F. To undertake other legal purposes that may, from time to time, be determined by the Committee.

ARTICLE III - MEMBERSHIP

Section 3.01 - Eligibility: Each voting member of the Committee shall be a qualified voter under the laws of the Commonwealth of Virginia, duly registered to vote in the County of Washington and elected as hereafter provided.

Section 3.02 - Ex-Officio Members: The following, provided they reside in the County of Washington, shall be automatic ex-officio voting members of the Committee:

Democratic elected public officials, members of the Democratic State Central Committee, the President(s) of Young Democrats Club(s) in Washington County, Democratic member(s) of the Washington County Electoral Board, and the local Presidents or Chairs
of Democratic affiliate organizations as recognized by the Democratic Party of Virginia State Central Committee.

Section 3.03 - Associate Members:

A. **Eligibility:** Associate members may be appointed by the Executive Committee (as prescribed in Article V, Section 3). Appointment of associate members shall be confirmed by a majority vote of the Executive Committee. Associate members may include all those Washington County residents who are qualified voters who want to be involved and those who are registered to vote in other jurisdictions but reside, work, or attend school in Washington County and those who reside in Washington County but are not eligible to vote due to age. Associate members do not have voting privileges.

B. **Duties:** Associate members are expected to assist the Precinct Captain(s) (as prescribed in Article V, Section 2) for their precinct and to provide support to the Committee’s other operations. Associate members are encouraged to attend meetings and participate in all activities and projects of the Committee.

Section 3.04 - New Members: The Committee may accept additional members who meet the criteria in Section 4.02(B) at meetings other than the reorganization meeting.

Article IV - REORGANIZATION

Section 4.01 - Time of Election: A caucus to elect members of the Committee shall occur biennially as prescribed in Section 8.1 of the Party Plan of the Democratic Party of Virginia.

Section 4.02 - Committee Reorganization:
A. The Committee shall be elected through a reorganization meeting held between December 1st of each odd-numbered year and the 15th of the following January. The existing Executive Committee shall determine the date of the reorganization meeting and communicate that information to the State Party by November 15th of each odd-numbered year.

B. The Committee shall consist of those individuals who attend the reorganization meeting, pay the requisite dues, sign the Democratic pledge form and express a desire to serve. There is no limit to the number of members of the Committee, but those attending the reorganization meeting shall elect as many members of the Committee as they choose; provided, that each precinct in Washington County should, if possible, be represented by at least one full voting member of the Committee who shall be at the time of his or her election a resident of that precinct. The Secretary shall report, by precinct, the names of the qualified candidates to the reorganization meeting for approval.

C. Upon election of the new Committee, members of the Committee shall caucus by Election District to elect a District Chair and Vice-Chair, as well as a Precinct Captain for each precinct, and report the results of those elections to the Secretary.
D. After the caucus elections are reported, the reorganization meeting shall elect the officers set forth in Section 5.01, who shall take office immediately after the organization meeting.

E. The Committee may accept additional members who meet the criteria in Section 4.02(B) at meetings other than the reorganization meeting.

**Section 4.03 - The Call:** The Chair or Executive Committee shall draft the call for the reorganization of the Committee.

**Section 4.04 - Contents of the Call:** The call shall prescribe, among other things:

A. The procedure to be followed in the reorganization process;
B. The date, time, agenda, place and address of the caucus;
C. The filing deadlines, fees, forms, filing place(s) and instructions with respect to declarations of candidacy as required by the Party Plan of the Democratic Party of Virginia, if any. The filing fee will be the following year’s dues if any;
D. The date, time, and place of the reorganization meeting to elect officers; and
E. The establishment of the Rules Committee, the Credentials Committee, and the Arrangements Committee; and
F. The request that every Democrat who is a registered voter in Washington County is urged to attend and participate in the election.

**ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE**

**Section 5.01 - Officers:** The Committee shall elect the following officers:

A. Chair;
B. Vice-Chair for Operations;
C. Vice-Chair for Finance;
D. Secretary; and
E. Treasurer.

**Section 5.02 - Executive Committee Members:** The Executive Committee shall be comprised of the following members:

A. Officers of the Committee;
B. Chairs of the Election District Committees;
C. Chairs of the Standing Committees;
D. Elected Democratic public office holders who reside in Washington County;
E. Elected members of the Virginia State Central Committee who reside in Washington County; and
F. The immediate past Chair of the Executive Committee.

All meetings of the Executive Committee shall be open to members of the WCDC.
Section 5.03 – Initial Meeting: Officers of the Committee, Chairs of the Election District Committees, and ex-officio members of the Executive Committee shall meet within thirty-five (35) days after adjournment of the reorganization meeting. At that time, the Chair shall announce, as the first order of business, his or her appointments as Chairs of the Standing Committees, who shall take office immediately upon appointment.

Section 5.04 - Duties of the Executive Committee: Each member shall perform his or her duties as prescribed in Article VII. The Executive Committee shall have entire charge and full control of all party matters arising between meetings of the Committee. All powers that are inherent in the Committee shall be vested in the Executive Committee at such times as the Committee is not meeting. The following actions are exceptions to this rule:

A. The Executive Committee may not amend the Bylaws;
B. The Executive Committee may not determine the method of nominating Democratic candidates for any public offices, except, in cases where there is insufficient time for the full Committee to meet and act when the nominated candidate dies, withdraws, refuses candidacy or the nomination is set aside for any reason;
C. The Executive Committee may not fill any vacancies in membership;
D. The Executive Committee may not fill vacancies to the Virginia State Central Committee or the Ninth District Central Committee; and
E. The Executive Committee may approve expenditures in an amount not to exceed One Thousand Dollars ($1,000.00).

Section 5.05 – Executive Committee Meetings:

A. Meetings of the Executive Committee may be called as follows:
   1. By the Chair;
   2. By any three (3) members of the Executive Committee if the signed call with proposed agenda items is file with the Secretary of the Executive Committee at least ten (10) days before the proposed meeting date; or
   3. By a vote at a properly convened meeting of the Executive Committee.

B. A majority of the members of the Executive Committee shall constitute a quorum. Elected Democratic public office holders who reside in Washington County and elected members of the Virginia State Central Committee shall not be counted absent for the purposes of quorum.

C. Notices of Executive Committee meetings, including a specific agenda, shall be mailed or e-mailed to all members of the WCDC at least ten (10) days prior to all Executive Committee meetings, except in cases of emergency, for which the Executive Committee shall be notified by telephone or e-mail. When a meeting of the Executive Committee is no followed within eight (8) days by a meeting of the WCDC, the minutes of the Executive Committee meeting, including all actions taken, shall be mailed to all WCDC members within thirty (30) days after the Executive Committee meeting.

D. At each WCDC meeting, the actions taken by the Executive Committee since the previous WCDC Committee meeting shall be reported, questions shall be taken
about any such actions, and the Chair shall open the floor to any motions to alter or overrule any action taken by the Executive Committee. All actions of the Executive Committee shall be final unless overruled by the WCDC by a simple majority vote.

E. If a District Chair or Chair of a Standing Committee cannot attend a meeting of the Executive Committee, he or she may designate another member of his or her committee to attend the meeting in his or her place. The District Chair or Chair of a Standing Committee shall inform the Chair or Secretary of the designation. Such designees shall be counted in determining a quorum and shall be a full voting member of the Executive Committee for that meeting.

ARTICLE VI - VACANCIES

Section 6.01 - Officers: In the event, the Chair position shall become vacant, the Vice-Chair for Operations shall assume the duties and responsibilities of the Chair. In the event the Vice-Chair for Operations position becomes vacant or the Vice-Chair for Operations does not wish to assume the position, the order of succession shall be as follows:

A. Vice-Chair for Finance;
B. Secretary; and
C. Treasurer.

The position of Chair, Vice-Chair for Operations and Vice-Chair for Finance are the only positions that can be assumed by order of succession. The new Chair, Vice-Chair for Operations or Vice-Chair for Finance shall be confirmed by a majority vote of the members of the Committee present and voting at a regular meeting for which notice required in Article VIII shall have been duly given.

Section 6.02 – Other Vacancies: Any other vacant position may be filled by the Committee. The election shall take place at the next regular meeting for which due notice of such vacancy has been given. If no candidate receives a majority vote on the first ballot for such position, there shall be a run-off between the two candidates receiving the highest number of votes.

ARTICLE VII – DUTIES OF OFFICERS

Section 7.01 – Chair: The Chair shall have the following duties:

A. To preside over all meetings of the Committee, which meetings shall be called as provided in Article VIII;
B. To develop an annual Strategic Plan to guide the Committee’s activities;
C. To prepare the agendas for all Committee meetings;
D. To appoint the Chairs and approve membership of all standing and special committees;
F. To appoint a Sergeant-at-Arms to maintain the general order of all meetings and to oversee the conduct of any caucuses;
G. To sign all contracts, notes, and leases in the name of the Committee, subject to prior approval by the members of the Executive Committee. The Chair may also sign drafts, checks or orders and direct the payment of money;
H. To be an Ex-Officio voting member of all committees;
I. To be a member of the House Legislative Nominating Committee. If the Chair does not reside within the House District, the Chair may appoint a Chair of that House District to serve instead. If the House District Chair is unable to serve or the position is vacant, the Chair may appoint a member of the Committee who resides within the House District;
J. To be a member of the Senatorial Legislative Nominating Committee. If the Chair does not reside within the Senatorial District, the Chair may appoint a Chair of a Senate District who resides in the Senatorial District to serve instead. If no Senate Chair residing within the Senatorial District is able to serve or the position is vacant, the Chair may appoint a member of the Committee who resides within the Senatorial District;
K. To enforce these Bylaws, perform all duties of the office required herein, by the Party Plan of the Democratic Party of Virginia or by statute, and generally to supervise and conduct the business and affairs of the Committee;
L. To handle all public relations that affect the Committee;
M. To educate all new Democratic candidates in Washington County on the policy and procedures of the Committee and the Party Plan of the Democratic Party of Virginia; and
N. To work with the House and Senate Chairs on candidate recruitment.

Section 7.02 – Vice-Chair for Operations: The Vice-Chair for Operations shall have the following duties:

A. To perform the duties incumbent upon the Chair when the Chair is absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the Vice-Chair for Operations;
B. To coordinate the activities of the Chairs for each Senate and House District;
C. To oversee all district and precinct organizations to include working with the House and Senate Chairs in filling all vacant Precinct Captains;
D. To coordinate and oversee all Election Day precinct organization;
E. To perform such other duties and accept such other powers and responsibilities as the Chair or the Committee may from time to time prescribe; and
F. To coordinate with the Voter Registration/Records Committee to ensure all newly registered voters and identified Democratic voters are timely contacted.

Section 7.03 – Vice-Chair for Finance: The Vice-Chair for Finance shall have the following duties:

A. To chair the Finance Committee (as prescribed in Article IX);
B. To coordinate activities on voter education for members and non-members;
C. To assist the Chair to educate all new Democratic candidates in Washington County on the policy and procedures of the Committee and the Party Plan of the Democratic Party of Virginia;
D. To perform such other duties and accept such other powers and responsibilities as the Chair or the Committee may prescribe from time to time;
E. To work with the Treasurer and the Finance Committee to prepare an annual budget and to assist with the Finance Committee in conducting budget reviews which should be performed at least annually; and
F. To assist with planning and implementation of fundraising activities as helpful or necessary.

Section 7.04 – Secretary: The Secretary shall have the following duties:

A. To keep an accurate and permanent record of all the proceedings of the Committee, and make available to the Committee this record within two weeks of each meeting for timely review;
B. To serve as custodian of the records of the Committee, except those financial records retained by the Treasurer;
C. To keep a roster of the names, addresses, phone numbers, e-mail addresses, fax numbers (if available), and voting precincts of the members and a list of the Committee’s officers which shall be forwarded to the Chair for transmittal within ten days of the election to the state headquarters of the Democratic Party of Virginia;
D. To give, or assist the Chair in giving, notice of Committee meetings as required in Article VIII, and to mail or e-mail with such notice (except for notice of emergency meetings) a copy of the minutes of the preceding meeting;
E. To, along with the Chair, oversee public notice of meetings, caucuses and conventions as required by the Board of Elections, Party Plan of the Democratic Party of Virginia, and Committee Bylaws;
F. To assist the Chair in preparing agendas and providing a copy for each member;
G. To conduct and retain copies of all correspondence and to advise the Chair of official communications received;
H. To maintain the roll at all meetings;
I. To notify the Executive Committee members when attendance requirements have not been met;
J. To receive, records and promptly transmit all funds received by the Secretary to the Treasurer;
K. To perform all other duties incident to the office of Secretary or as the Chair of the Committee may from time to time prescribe; and
L. To, along with the Chair, assist in development and distribution of procedures for meetings, reorganizations, caucuses, and conventions.

Section 7.05 – Treasurer: The Treasurer shall have the following duties:

A. To have charge of and be responsible for all the funds of the Committee and to deposit said funds in the name of the Committee in such banks as the offices of the Committee shall direct;
B. To pay all bills incurred in the ordinary course of business as budgeted unless otherwise directed by the Executive Committee; and to disburse other checks, payments, and contributions upon the approval of a majority of the members of the Executive Committee present and voting. No request for reimbursement of expenses shall be paid without prior authorization unless accompanied by a receipt and approved by the Executive Committee. If greater than two hundred dollars ($200.00), reimbursement requests must be approved by a majority of members present and voting;
C. To make, sign and endorse in the name of the Committee checks, notes, drafts or other orders for the payment of money as authorized in the preceding two paragraphs;
D. To keep accurate books of account of all business and transactions of the Committee, and to report thereon to each regular meeting of the Committee and Executive Committee and to the Chair upon request;
E. To work with the Chair, Vice-Chair for Finance and the Finance Committee to prepare an annual budget, and to work with the Budget Committee (as prescribed in Article IX) in conducting budget reviews at least annually;
F. To cooperate fully in all audits;
G. To provide the Chair and Secretary with a record of all fund received and disbursed;
H. To deposit all funds received by the Treasurer within five (5) business days of receipt of such funds;
I. To prepare and sign all State Board of Elections required Financial Reports. Reports should be accurate and filed timely;
J. To perform all other duties incident to the office of Treasurer or as the Chair of the Committee may from time to time prescribe;
K. To record and maintain a list of all contributions to the Committee recorded by the name, address and occupation of the contributor, the date received and deposited, and to report such as may be required by law; and
L. To prepare all required Federal Election Committee (FEC) reports and represent the Committee along with the Chair when necessary.

ARTICLE VIII – MEETINGS

Section 8.01 – Public Meetings: Consistent with the Party Plan of the Democratic Party of Virginia requirements, all meetings of the Committee are open to the public and all interested persons are encouraged to attend and be involved in furthering the purpose and goals of the Committee and the Democratic Party.

Section 8.02 – Regular Meetings: The Committee shall have regular meetings as prescribed below. The Executive Committee shall meet on a monthly basis or as needed as called by the Chair.

Section 8.03 – Special Meetings: Special meetings shall be held:

   A. At the call of the Chair;
   B. Not less than fifteen days following receipt by the Chair of a written request signed by at least ten percent of the members of the Committee; or
C. By a vote of the Committee at a regularly convened meeting of the Committee.

**Section 8.04 – Attendance:** All members, except elected officials, ex-officio and associate members shall be expected to attend all meetings and other functions of the Committee unless excused from such attendance by having given notice to the Chair or a member of the Executive Committee. Committee members missing three (3) consecutive regular meetings without reasonable explanation may be replaced by a majority vote of the Committee as provided in Article X.

**Section 8.05 – Notice:** Notice of the meetings shall be given as follows:

A. **Regular Meetings:** Seven (7) days written notice shall be given to all members of all regular meetings either by mail, e-mail, or fax unless regular meetings are scheduled for a specific recurring date each month. Said notice shall state the date, time, address and agenda for the forthcoming meeting.

B. **Special Meetings:**
   1. **When called by the Chair:** Notice shall be considered given upon the making of a good faith effort to notify (by any reasonable means) all members, at the earliest practicable moment, of the special meeting’s date, time, address and agenda.
   2. **When called by ten percent (10%) of the voting members:** Fifteen (15) days written notice of the special meeting shall be given to all members.
   3. **Written Notice:** Written notice shall be deemed given upon the delivery to the members of written notice, in person, by mail, by email or by fax. If notice is mailed, the date of notice shall be the date postmarked thereon.

**Section 8.06 – Quorum:** The quorum at a meeting of the membership shall be determined as follows:

A. **Regular Meetings:** The quorum for regular meetings of the Committee shall be the minimum [now thirty percent (30%)] as defined by the Party Plan of the Democratic Party of Virginia.

B. **Special Meetings:** The quorum of special meetings called by ten percent (10%) of the membership shall be thirty percent (30%) of the voting membership (excluding ex-officio members).

**ARTICLE IX – COMMITTEES**

**Section 9.01 – Standing and Special Committees:** The Chair of each Standing Committee shall be appointed by the Chair of the WCDC. Members of each committee shall be appointed by the Chair and may be suggested by the Standing or Special Committee Chair and approved by the Chair of the WCDC. Standing committees shall include the Finance Committee, the Budget Committee, the Events Committee, the Voter Registration/Voter Records Committee and the Elections Committee.
Section 9.02 – Finance Committee: There shall be a Finance Committee which shall have the following responsibilities:

A. To raise funds for such purposes as may be approved by the members of the WCDC and actively participate in implementation of the finance portion of the WCDC’s annual Strategic Plan;
B. To prepare an annual budget of the WCDC which includes a plan for payment of the annual state assessment, reasonable contributions to Democratic candidates for State and County offices, and the maximum possible contribution to Federal candidates as approved by the WCDC;
C. To conduct an annual audit of the books of the WCDC, the results of which shall be made available to any member so requesting;
D. To organize at least one major fundraising event each year;
E. To perform such other duties as are normally incident to a Finance Committee;
F. To evaluate fundraising activities and advise the WCDC on needed improvements;
G. To establish a calendar of fundraising events and a fundraising activities timeline;
H. To develop a list of and solicit funds from potential Democratic contributors; and
I. To establish and maintain a sustaining donors list for the WCDC.

Section 9.03 – Budget Committee: There shall be a Budget Committee which shall have the following responsibilities:

A. To review the budget with the Treasurer at least once a year, and make appropriate recommendations for the next year’s budget.

Section 9.04 – Membership Committee: There shall be a Membership Committee which shall have the following responsibilities:

A. To identify potential Democratic members and voters in Washington County;
B. To set goals and recruit new and past members of the WCDC to join;
C. To create membership applications and assess dues for the WCDC;
D. To deliver and collect membership applications from prospective new members; and
E. To develop training programs and materials for new members.

Section 9.05 – Events Committee: There shall be an Events Committee which shall have the following responsibilities:

A. To identify all local events in which a Democratic presence is needed;
B. To establish a list of events and publish a calendar of the events for WCDC;
C. To acquire all needed materials and space for each event as budgeted;
D. To make sure all events are adequately manned during hours of operation;
E. To make sure all events are appropriately set up and dismantled;
F. To establish an e-mail/phone tree to notify the WCDC members of events;
G. To contact local media about Democratic presence at all events; and
H. To take pictures at events and publish on Web sites and applicable social media.
Section 9.06 – Voter Registration/Voter Records Committee: There shall be a Voter Registration/Voter Records Committee which shall have the following responsibilities:

A. To acquire and maintain registered voter lists (VAN) from the Democratic Party of Virginia;
B. To develop database searches and needed printouts for the WCDC;
C. To develop a voter registration effort for the WCDC;
D. To develop and implement a plan to correct and improve Democratic voter data;
E. To assist all Democratic candidates and nominees in obtaining voter contact data; and
F. To print registered voter lists for magisterial districts and precincts as the budget allows.

Section 9.07 – Elections Committee: There shall be an Elections Committee which shall have the following responsibilities:

A. To develop and manage implementation of precinct operations for all elections;
B. To identify potential Democratic voters for each precinct;
C. To identify and recommend to the appropriate Election District Committee a Precinct Captain for each precinct;
D. To recruit Democratic volunteers and Democratic voters in each precinct;
E. To develop training programs and materials for precinct workers;
F. To ensure that sample ballots are prepared for Election Day;
G. To ensure poll coverage for distribution of sample ballots for Election Day;
H. To ensure election materials are distributed in each precinct;
I. To ensure election signs are placed and maintained in each precinct;
J. To coordinate with the Voter Registration/Voter Records Committee to assure newly registered voters and identified Democratic voters are encouraged to vote; and
K. To identify poll watchers for elections, canvasses, and recounts, with the approval of the Chair of the WCDC.

Section 9.08 – Ad Hoc Committees: The Chair may establish Ad Hoc Committees as the need arises. All Ad Hoc Committees shall be approved by a majority vote of the Executive Committee. Ad Hoc Committee Chairs shall not be voting members of the Executive Committee.

ARTICLE X – REMOVAL AND REVOCATION

Section 10.01 – Removal From Office, Grounds: An officer may be removed from office or membership on the Executive Committee may be revoked if guilty of willful neglect of any duty imposed. In such event, the Committee shall afford such officer a due process conference with the Executive Committee and the procedure provided below.

Section 10.02 – Revocation of Membership:

A. Absenteeism: If a member (other than an elected official, ex-officio or associate member) shall miss three (3) consecutive regular meetings of the Committee without
appropriate explanation, then such member may be replaced by a majority vote of the Committee. Such action shall not be taken without at least ten (10) days written notice to the member and an opportunity for him or her to refute such charges in a hearing before a subcommittee of the Committee. The decision of the Committee may be appealed to the District Committee.

B. **Neglect of Duty:** Any member who shall be guilty of willful neglect of duty imposed is subject to replacement by a majority vote of the Committee. Such action shall not be taken without at least ten (10) days written notice to the member and an opportunity for him or her to refute such charges in a hearing before a subcommittee of the Committee. The decision of the Committee may be appealed to the District Committee.

**ARTICLE XI – GENERAL PROVISIONS**

**Section 11.01 – Dues:** There shall be an annual assessment of each member as set by the Committee upon reorganization.

**Section 11.02 – Voting:** Only duly elected Committee members may vote on the official actions of the Committee at WCDC meetings.

**Section 11.03 – Proxy Voting:** No member shall be permitted to vote by proxy.

**Section 11.04 – Binding:** These Bylaws, when not in conflict with law or the Party Plan of the Democratic Party of Virginia shall be considered valid and binding.

**ARTICLE XII – PARLIAMENTARY AUTHORITY**

**Section 12.01** – The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, 11th Edition shall govern this Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Party Plan of the Democratic Party of Virginia, or any special rules of order the Committee may adopt.

**ARTICLE XIII – AMENDMENTS**

**Section 13.01** – These Bylaws can be amended at any regular meeting of the Committee by a majority vote of members present and voting, provided that:

A. The proposed amendment has been submitted to the Secretary, read and discussed at the previous regular meeting; or

B. The text of the proposed amendment has been delivered to the members with the notice of the regular meeting at which the amendment is to be adopted; except that Clause A. shall not apply to any amendments necessitated by a revision of the Party Plan of the Democratic Party of Virginia.