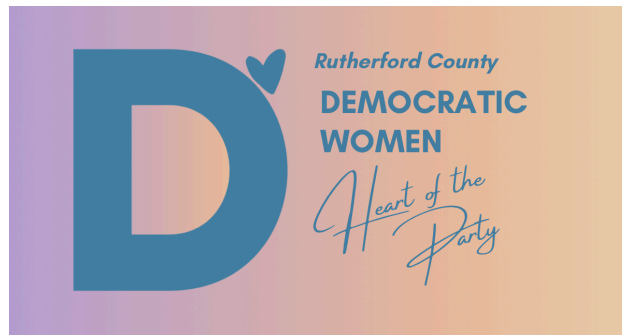




BYLAWS OF THE RUTHERFORD COUNTY DEMOCRATIC WOMEN

Revised February 24, 2022

ARTICLE I. NAME

The name of this organization shall be Rutherford County Democratic Women, hereafter referred to as RCDW.

ARTICLE II. PURPOSE AND MISSION

Section 2.01 The purpose of RCDW shall be to unite diverse Democratic people into one group led by women and non-binary people, working for the success of Democratic Women, members of RCDW, and the Democratic Party.

Section 2.02 The mission of this organization shall be:

- (a) To encourage and support women and non-binary people to assume leadership roles in government, including both public and party offices.
- (b) To recruit and develop leaders among women and non-binary people in Rutherford and surrounding counties.
- (c) To educate Democrats and the community on local, state, and national issues and proposed legislation that affect women and non-binary people, their partners, and families; and to advance coalition and consensus building within the group and between the group and external partners.
- (d) To support the activities of the county and state party, and allied Democratic organizations;
- (e) To support the Democratic nominees in general elections.

ARTICLE III - POLICY

Section 3.01 RCDW is committed to the active support of Democratic nominees for public office. For the purpose of these by-laws, public office is defined as a paid, elective office in

local, state, or federal government.

Section 3.02 In other political campaign activities, Rutherford County Democratic Women shall be governed by the following regulations:

- (a) RCDW shall not endorse nor support the candidacy of any person for public or party office prior to nomination in the Democratic Primary, except when the Democratic nominee has no opposition.
- (b) The President of RCDW shall not endorse the candidacy of any person for public office prior to nomination in the Democratic primary, except when the Democratic nominee has no opposition, but they may be active on behalf of primary candidates.
- (c) Other officers and members of RCDW may be active on behalf of Democratic primary candidates provided they do not claim their activity represents an endorsement by RCDW.

Section 3.03 Censure of officers. If the President or other officers of RCDW fail to comply with the above regulations, the RCDW Executive Committee may vote to: censure this person; terminate their tenure; and take other actions it deems necessary.

Section 3.04 Activity of an individual member as a candidate, or on behalf of a candidate within the Democratic Party is exempt from the above regulations.

Section 3.05 Members may act in the name of RCDW only when authorized by the President or the Executive Committee.

Section 3.06 RCDW publicity and information on official chapter positions, actions, and events shall be released only by the Public Relations Chairperson, the President of RCDW, or with their approval.

Section 3.07 RCDW maintains a Policy and Procedure Manual (SOP's) that includes detailed procedures for fulfilling the duties of officers and committee chairs

ARTICLE IV - MEMBERSHIP

Section 4.01 Any woman or non binary person who is a Democrat and who lives in Rutherford County or in surrounding counties is eligible for membership and to hold leadership roles in this organization. Any Democrat is eligible for membership.

- (a) All members must complete a membership form annually.

Section 4.02 Annual membership dues uses a sliding scale structure, with an average dues of twenty-five dollars a year (\$25), due and payable on January first (1) and shall be delinquent on January 1 of the following year. (See Appendix 1 Sliding Scale Dues Structure)

- (a) Inability to pay dues does not disqualify an otherwise qualified individual from chapter membership.
- (b) A member who fails to complete an annual membership form may not serve on committees, hold office, vote, or serve as a delegate.

ARTICLE V - OFFICERS

Section 5.01 The officers of RCDW shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 5.02 The officers shall be elected biennially at the February meeting in odd numbered years. The term of office shall be two years. All officers will be eligible to serve two consecutive terms in the same position. The nominating committee may present a slate of officers to membership and nominations may be made from the floor. If there is more than one nominee for any one office, said election shall be held by secret ballot.

Section 5.03 If the President is unable to serve, the Vice-President shall assume the duties of the President until the President is again able to resume her duties or until the RCDW Executive Committee fills the office.

Section 5.04 No Officer may serve in the same position for more than two (2) consecutive terms.

Section 5.05 In the event a vacancy occurs in any office other than President or First Vice President, a successor shall be elected at the next general meeting, or as soon thereafter as feasible, to serve the remainder of the term.

ARTICLE VI - DUTIES OF OFFICERS

Section 6.01 The President shall

- (a) preside at all meetings of RCDW and shall be an *ex-officio* member of all committees except the Nominating Committee
- (b) be a voting member of the Rutherford County Democratic Party Executive Committee and attend those meetings and participate in votes
- (c) appoint all standing committee Chairs, except as otherwise provided herein; and shall appoint special committees as needed
- (d) In consultation with the officers team, shall guide the activities of the organization to promote the purpose and mission of the RCDW.
- (e) write checks, if the Treasurer should be indisposed, provided she be authorized by a majority of the Executive Committee
- (f) Maintain records of all official presidential actions taken and maintain copies of official communications, documents, records, receipts, including electronic or digital information.

- (g) on leaving office, transfer all RCDW physical property, files, documents, records, receipts, including electronic or digital information, and any other infrastructure, including bank accounts and other financial accounts, and passwords and access to digital assets, to the incoming president; and shall within one week of leaving office meet with her successor to effect these transfers.
- (h) Follow the RCDW Policy and Procedure Manual (SOP's).

Section 6.02 The First Vice-President shall

- (a) perform the duties of the President in their absence or inability to serve and shall succeed in the event of a vacancy in that office.
- (b) provide substantial and robust support to the operations of the organization, and to membership in the planning and implementation of chapter activities.
- (c) Provide substantial support to one standing committee, serving as co chair or vice chair.
- (d) Follow the RCDW Policy and Procedure Manual (SOP's).

Section 6.03 The Second Vice-President shall:

- (a) perform the duties of the First Vice-President in their absence or inability to serve
- (b) provide substantial and robust support to the operations of the organization, and to membership in the planning and implementation of chapter activities
- (c) Provide substantial support to one standing committee, serving as co chair or vice chair.
- (d) Follow the RCDW Policy and Procedure Manual (SOP's).

Section 6.04 The Secretary shall:

- (a) maintain an electronic document containing the minutes of all meetings of the membership and of the Executive Committee and transmit a copy of minutes within one week of meetings to the officers team
- (b) keep all records of the organization, except those specifically assigned to others, and she shall keep a current roll of the membership.
- (c) assist the Executive Committee and committee Chairs in conducting the correspondence of RCDW.
- (d) work with the Public Relations committee to send out timely communications containing notices of all meetings, events, actions, and opportunities.
- (e) Maintain an electronic file containing copies of all official correspondence, newsletters, and communications.
- (f) in conjunction with the Treasurer, keep an up-to-date list of all members and shall provide the membership annually with an electronic membership directory.
- (g) In consultation with the treasurer, prepare an annual record of the official membership roster.
- (h) on leaving office, transmit all RCDW files and records to her successor, or to

- the President, and shall return any physical property to the President
- (i) Follow the RCDW Policy and Procedure Manual (SOP's).

Section 6.05 The Treasurer shall

- (a) Keep an accurate account, via electronic spreadsheet, of all money received and disbursed, making all disbursements by check or debit card. If any expenditure exceeds three hundred dollars (\$300), the approval of the Executive Committee will be required.
- (b) Present a monthly financial account to the membership and the Executive Committee at monthly meetings; or upon request at any time, to Executive Committee members or to the President.
- (c) If indisposed to perform her duties, checks may be written by the President or by the acting President, providing such expenditure is authorized by the Executive Committee.
- (d) In consultation with the secretary, prepare an annual record of the official membership roster.
- (e) Maintain a petty cash fund of no more than \$200.00 to facilitate the business of RCDW special projects and committees, and maintain receipts and records of this fund, including member reimbursements made through this fund, and reconciling this fund in monthly and annual reports.
- (f) On leaving office, transmit all financial records pertaining to RCDW to her successor and meet with her successor within one week of election to effect the transfer of all financial accounts, and to provide an orientation to RCDW finances
- (g) Maintain the bank account and all banking records.
- (h) Follow the RCDW Policy and Procedure Manual (SOP's).

ARTICLE VII—THE EXECUTIVE COMMITTEE

Section 7.01 The Executive Committee shall consist of the five Officers, the retiring President, and the three Chairs of the standing committees.

Section 7.02 The function of the Executive Committee shall be to work collaboratively to further the development of RCDW and to assist the President in planning and transacting the business of RCDW.

Section 7.03 During non-election years, the Executive committee shall have the authority to make routine expenditures for ordinary operating expenses and special events that support organizational growth. During years of general elections, the Executive Committee may authorize the President or Treasurer to disperse funds as needed to support the campaigns of Democratic candidates.

Section 7.04 A majority of the members of the Executive Committee shall constitute an executive committee quorum.

ARTICLE VIII. MEETINGS

Section 8.01 Regular monthly meetings of RCDW shall be held on a schedule determined by the Officers.

Section 8.02 Any regular meeting may be suspended at the previous meeting upon the recommendation of the Executive Committee or a motion from a member and approval of two-thirds (2/3) of the members present and voting.

Section 8.03 Ten percent (10%) of the active members shall constitute a business meeting quorum. A majority of those present can transact business, except as otherwise provided under Article XII.

Section 8.04 The February meeting shall be the regular annual meeting and annual reports be received; and in odd numbered years the biennial election of officers shall take place.

ARTICLE IX. COMMITTEES

Section 9.01 The incoming President shall appoint the following standing committees: Public Relations and Communications; Civic Engagement and Voter Registration; and Ways and Means. The President shall appoint special committees as needed. (See Appendix 2 Standing Committees)

Section 9.02 A Nominating Committee, consisting of three members, shall be chosen at the November meeting in even numbered years. The President shall appoint the chair, and the two remaining members shall be elected by the membership. Two alternates may also be elected by the membership.

ARTICLE X - TENNESSEE FEDERATION OF DEMOCRATIC WOMEN

Section 10.1 Rutherford County Democratic Women may be a member of the Tennessee Federation of Democratic Women.

Section 10.2 Upon direction from the Executive Committee, the Treasurer shall pay from the treasury the annual dues to the Tennessee Federation of Democratic Women.

ARTICLE XI. RULES

The rules contained in Roberts' Rules of Order Newly Revised shall govern RCDW in all cases in which they are applicable and in which they are not inconsistent with the by-laws of this organization.

ARTICLE XII. AMENDMENTS OF THE BYLAWS

These by-laws may be amended at any regular meeting provided that the amendment(s) have

been proposed at the preceding meeting with a copy presented to the Secretary for inclusion in the minutes. After a quorum is established, a two-thirds vote of the members present and voting shall be required to amend the by-laws.

APPENDIX 1 RCDW Bylaws

Sliding Scale Dues Structure for RCDW

February 25, 2020

RCDW values everything each person brings to the group, not just financial support. We collect dues in order to effect programming, special events, education, and fulfill our group's mission. Our membership dues structure uses a sliding scale. A sliding scale is a tool for building economic justice. Sliding scales are often based on individual income levels, with people of higher incomes paying more. However, many factors complicate and affect our financial status. Some groups of people have specific costs that the larger population does not. And others have access to resources that are not always reflected in their lifestyle choices and income levels. Please consider both your class background and earning power when choosing your dues. It isn't a perfect way to correct for the unfair, harmful economic system we live in, but it's a start.

If paying membership dues doesn't affect your day to day reality at all, please consider paying more until it feels truly generous. Paying more means you're supporting others to access RCDW, and guaranteeing that our organization grows in membership, programming, and impact.

We do NOT want paying membership dues to be a **hardship**. That means, if the payment is so much you will struggle to pay for rent, food, transportation, and other basic needs, that's **harmful**, and we ask you to pay less or even nothing. We can also work with you to set up monthly payments of your chosen annual membership dues.

Choose an amount from the scale below that feels generous, without hardship. The average annual dues is \$25.

\$1-24	\$25-49	\$50-75	\$75-99	\$100 and up
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Consider paying LESS on the scale if you:

- support other dependents, including children or extended family members you care for
- have significant debt that's affecting your day to day life
- have medical expenses not covered by insurance
- receive or qualify for public assistance
- have immigration-related expenses
- are an elder with limited financial support
- are an unpaid community organizer (without family wealth or networks to support you)
- have been denied work because you've been in prison

Consider paying MORE on the scale if you:

- own the home you live in
- have investments, retirement accounts, or inherited money
- travel recreationally
- have access to family money and resources in times of need
- work part time by choice

- have more possible earning power from: being able bodied, having a college degree, social networks, family connections, gender, race, and other advantages. (Even if you are not using your earning power right now, recognize this as a choice not to use the resources you might have that others don't.)

The scale is intended to be a map, inviting each of us to take inventory of our financial resources and look deeper at our levels of privilege. It is a way to challenge the classist society we live in and work towards economic justice on a local level. While we ask you to look inward, please don't stress about it. Pay what feels right.

Appendix 2 RCDW Bylaws

Standing Committee Descriptions

February 25, 2020

Ways and means committee is charged with reviewing and making recommendations on budgets and fundraising. This committee explores group proposals and plans, and makes recommendations to the Executive Committee and membership on the ways and means by which we can generate the resources needed to meet our programming plans.

Public Relations & Communications Committee reviews, develops, and deploys communications strategies across our outlets and throughout our networks using various digital platforms, snail mail, email, and in person, in order to promote and advance the mission of RCDW. The committee develops media contacts, puts together well written and branded communications, and creates an impactful web presence.

Civic Engagement and Voter Registration Committee develops a range of offerings to advance the mission of RCDW including voter registration drives, RCDW membership drives, community education, volunteer training, and special events.