

CONSTITUTION AND BYLAWS OF THE GRIMES AREA DEMOCRATS

PREAMBLE

We, the members of the organization known as The Grimes Area Democrats, in order to organize and perpetuate an effective, representative and responsible party organization in Grimes, Iowa, advance the interests of the Democratic Party nationally, locally and on a statewide basis, sustain and advance the principles of social justice and democracy, and uphold civil rights, civil liberties and constitutional government, do establish this Constitution and Bylaws for the Grimes Democratic Party.

ARTICLE I NAME

This Organization shall be known as the “Grimes Area Democrats”. This document shall be officially known as the Constitution and By-Laws of said Grimes Area Democrats, and it shall also be the Constitution of every affiliated subordinate body.

ARTICLE II OBJECTIVE

SECTION 1: To attract and recruit candidates for the State Legislature for the House and Senate Legislature, County Supervisor Ward and local offices serving the greater Grimes area.

SECTION 2: To support these candidates through an aggressive get out to vote effort in cooperation with the State and County Party.

SECTION 3: To explore issues and to further all Democratic interests and principles as described in the preamble to this Constitution by any and all legal actions as deemed necessary by the members of this organization.

SECTION 4: The Grimes Area Democrats will not endorse any candidate in a primary election for a partisan office. The Grimes Area Democrats will not endorse any candidate in any election for a nonpartisan office.

ARTICLE III MEMBERSHIP MEETINGS

SECTION 1: Meetings of the Grimes Area Democrats shall be held at least quarterly and may be held more frequently as decided by a vote of the membership.

SECTION 2: A special meeting may be called upon request submitted to the Chairperson. The request must be in writing and shall state clearly the purpose for which the meeting is called. However, in the case of a special emergency, the Executive Committee is empowered by a majority vote to call special meetings.

SECTION 3: The Chairperson shall cause notice of meetings to be communicated by mail, phone, or e-mail to each member and officer at least seven (7) days prior to the date of the next meeting. The meeting notice shall include a list of any vacancies that exist in positions for Officers or on the Executive Committee and a list of the names of any person nominated at the last meeting to fill those positions.

ARTICLE IV POWERS OF ADMINISTRATION

SECTION 1: The membership is the highest authority and shall be empowered to take or direct any action not inconsistent with the Constitution and By-Laws.

SECTION 2: Between membership meetings, the Executive Committee shall be the highest authority and shall be empowered to act on behalf of the membership, subject to subsequent membership approval, but the Executive Committee may not take action affecting vital interest without membership approval or authorization.

ARTICLE V MEMBERSHIP AND DUTIES OF MEMBERS

SECTION 1: Membership in the Grimes Area Democrats shall be open to any person residing within Grimes and its surrounding area (regardless of age, gender, race, sexual orientation, or religious affiliation) who supports the Purpose as stated in Article II.

SECTION 2: Any person eligible to become a member, who is not affiliated with any organization whose principles and philosophy are contrary to those of this organization as outlined in the Preamble of this Constitution, may apply for membership.

SECTION 3: Each member has the right to nominate and vote, to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meeting; to meet and assemble freely with other members and generally to participate in the activities of the Grimes Area Democrats to a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues upon which the membership must base its decisions. These rights shall at all times be subject to the rules and regulations contained in the Constitution and By-Laws and other official rules of the Grimes Area Democrats.

Violation or abuse of these rights and privileges of membership shall be considered conduct unbecoming a member.

SECTION 4: It shall be the duty of each and every member of the Grimes Area Democrats to sustain its officers in the proper discharge of their duties.

SECTION 5: It shall be the duty of each member to participate in all Local, State, and Federal elections.

ARTICLE VI OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1: The officers of this organization shall include the Chairperson, Vice Chairperson, Secretary, Treasurer, and officers as determined by the organization. The Executive Committee shall consist of these officers and the chairs of each of the standing committees.

SECTION 2: When a vacancy occurs in any Executive Office position, the vacancy shall be announced at the next meeting of the organization and the floor declared open for nominations. At the next meeting following the announcement of the vacancy, the floor shall again be declared open for nominations. When nominations have ceased, the balloting shall take place. The election for that individual will only be for the remaining term of the vacant seat.

ARTICLE VII NOMINATIONS AND ELECTION OF OFFICERS

SECTION 1: The Officers shall be elected immediately upon ratification of the Constitution and By-Laws and annually thereafter each (September) A majority vote of the members present and voting shall be required to elect an Officer. The Officers shall be members of the organization as detailed in Article V, Section1.

SECTION 2: The term for each office shall begin immediately upon election and shall continue until a successor is elected, unless the Officer is removed by the organization for non-residency, inattention to duty or the Officer resigns. A written resignation shall be submitted to the Chairperson when an Officer resigns, except when the Officer resigning is the Chairperson, in which case the resignation shall be submitted to the Vice Chairperson.

Inattention to duty includes but is not limited to:

- a) Failure to attend three (3) consecutive meetings without a valid excuse.
- b) Support of a candidate running against a candidate nominated by the Democratic Party.
- c) Willful failure to perform a duty required by this Constitution or required by State law or rule..

ARTICLE VIII DUTIES OF OFFICERS

SECTION 1: Duties of the Chairperson:

- a) Serve as chief executive officer and shall preside at all membership and Executive Committee meetings.
- b) Shall appoint another officer to preside over the meeting in Chairperson's absence.

- c) Vote during regular and special meetings only when necessary to break a tie.
- d) Shall appoint all Standing Committees (with the approval of the Executive Committee) that are outlined in this Constitution. The Chairperson shall also have the power to remove any member of a standing committee (with the approval of the Executive Committee) who is not carrying out the duties of their committee.

SECTION 2: Duties of the Vice Chairperson:

- a) Shall assist the Chairperson in the normal functions of the organization.
- b) Shall oversee the elections for the Executive Committee.
- c) In the case of a vacancy of the Chairperson, the Vice Chairperson shall fill the vacancy and assume the duties of the Chairperson until the vacancy is filled.
- d) Shall see that all committees are functioning properly.

SECTION 3: Duties of the Recording Secretary:

- a) Shall be in charge of all files and non-financial records of the organization and shall prepare necessary documents and general correspondence, including minutes of membership and Executive Committee meetings, and preserve such material.
- b) Shall compose and maintain the membership roster.
- c) Shall be responsible for providing notice seven (7) days prior to meetings when directed to do so by the Chairperson.
- d)

SECTION 4: Duties of the Treasurer:

a) Have custody of the funds of the organization, review all requests for funding made to the Urbandale Area Democrats, submit an annual budget for approval and present a written report of total receipts and disbursements at each meeting. An expenditure or disbursement in excess of \$250 shall require a vote of the Executive Committee prior to the expenditure or disbursement.

b) File all required reports with the Iowa Ethics and Campaign Disclosure Board in accordance with Iowa Campaign Finance Laws.

A special committee will be utilized to review the treasury records on an annual basis.

SECTION 4: Candidate Recruitment Committee Chair

- a) Shall be in charge of communicating with potential and current Democratic candidates representing the Grimes area.
- b) Shall assist current Democratic candidates representing the Grimes area with finding volunteers to help the campaign in the Grimes area.

SECTION 5: Communications and Events Committee Chair

- a) Shall coordinate with Democratic candidates and the Grimes Area Democrat Executive Committee to schedule speaking time at a monthly meeting of the Grimes Area Democrats.
- b) Shall work with the Executive Committee to find and schedule speakers for monthly meetings of the Grimes Area Democrats.
- c) Shall compose press releases for the Grimes Area Democrats.

- d) Shall maintain the official Grimes Area Democrat social media accounts.
- e) Shall maintain a list of addresses and emails for all Grimes Area Democrat members.

SECTION 6: Young Democrats Committee Chair

- a) Actively recruit young Democrats in the Grimes Area to participate in Grimes Area Democrat meetings and events.
- b) Assist young Democrats in finding volunteer opportunities in Democrat campaigns.
- c) Assist young Democrats with registering to vote.
- d) Encourage participation by young Democrats in election and caucus events.

SECTION 7: “Get out the Vote” Committee Chair

- a) Organize voter registration events in the Grimes area.
- b) Organize a phone bank program to remind Democrats to vote.
- c) Organize canvassing events to remind Democrats to vote.

**ARTICLE IX
STANDING COMMITTEES**

SECTION 1: Committees of this organization shall be responsible for carrying out the activities of the organization, for promoting and sustaining Democratic Party interests in Grimes and the surrounding area, carrying out programs and activities approved by the membership and supporting candidates for office who are nominated by the Democratic Party or candidates for local office as endorsed by the membership.

SECTION 2: The following permanent Standing Committees shall exist:

- 1) Candidate Recruitment
- 2) Communications and Events
- 3) Young Democrats
- 4) “Get out the Vote”

SECTION 3: Members of the above Standing Committees shall be appointed by the Committee Chair and approved by the Executive Committee.

SECTION 4: Each Standing Committee shall elect their own Recording Secretary.

SECTION 5: Other Committees may be created by a vote of the membership, as needed, to conduct the business of the organization.

**ARTICLE X
QUORUM**

Twenty percent or at least 5 members, whichever is greater, shall constitute a quorum for purposes of conducting the business of the organization.

ARTICLE XI ORDER OF BUSINESS

“I now declare this meeting of the Grimes Area Democrats open for the transaction of such business as may properly come before it.”

The following order of business is suggested but may be altered to suit the requirements of the organization.

1. Roll call of Officers and Precinct Captains.
2. Reading of the minutes of the previous meeting.
3. Applications for membership.
4. Voting on applications.
5. Report of Officers and Committees.
6. Communications .
7. Unfinished Business.
8. New Business.
9. Closing.

All questions of parliamentary nature shall be decided by Roberts Rule of Order.

ARTICLE XII AMENDMENTS

This Constitution and By-Laws may be amended at any general meeting of the membership by a two-thirds (2/3) vote of the members present, providing that the amendment has been submitted in writing at the previous meeting and included in the meeting notice.

ARTICLE XIII RATIFICATION

The Grimes Area Democrats Constitution and Bylaws shall be ratified upon an affirmative two-thirds vote of the members in attendance at a regular meeting.

ARTICLE XIV DISSOLUTION

In the event of dissolution of the Grimes Area Democrats all funds remaining after payment of all obligations shall be deposited with the Polk County Democratic Party or its successors.