

# **NORTHWEST DES MOINES DEMOCRATS BYLAWS**

## **ARTICLE I Name and Purpose**

- SECTION 1. The name of this organization shall be the “Northwest Des Moines Democrats.”
- SECTION 2. The purpose of the Northwest Des Moines Democrats is to get a Democrat elected to every office in every precinct within our boundaries.
- SECTION 3. The Northwest Des Moines Democrats will not endorse any candidate in a primary election for a partisan office. The Northwest Des Moines Democrats will not endorse any candidate in any election for a nonpartisan office.
- SECTION 4. These bylaws shall be the official governing document of the Northwest Des Moines Democrats. These bylaws shall be updated after any revision and made available to the general membership.

## **ARTICLE II Membership**

- SECTION 1. Any individual who has paid their membership dues, who is registered as a Democrat with the Polk County Auditor's Office, and who is currently living within precincts 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 38, 39, 40, 41, 42, and 43 in Des Moines and any precincts in Webster Township shall be a voting member of the Northwest Des Moines Democrats.
- SECTION 2. Any registered Democrat may attend the meetings of the Northwest Des Moines Democrats.
- SECTION 3. Dues shall be payable by members annually and in such amounts as the Board of Directors shall determine from time to time. Dues are nonrefundable.
- SECTION 4. Any individual may pay membership dues to be a non-voting member of the Northwest Des Moines Democrats. Any individual who is legally eligible to do so may make donations to the Northwest Des Moines Democrats.
- SECTION 5. Any member may resign by filing a written resignation with the Secretary.
- SECTION 6. Membership in the Northwest Des Moines Democrats is not transferable or assignable.
- SECTION 7. All persons at least 18 years of age as of the date of the next general election who are registered Democrats with the Polk County Auditor’s Office, or who register

at the time of their request to participate in the process in question as Democrats, and who are currently living within precincts listed in Article II Section 1 shall be eligible to participate as members of this organization. All young persons who are not eligible to vote in the next general election and who are currently living within precincts listed in Article II Section 1 shall be eligible to participate as full members except for voting and holding of elected positions.

### **ARTICLE III** **Executive Board**

- SECTION 1. The Northwest Des Moines Democrats Executive Board shall consist of the President, Vice President, Treasurer, and Secretary.
- SECTION 2. The members of the Executive Board shall be elected for a term of two years. No individual may serve as President or Vice President for more than three full terms consecutively.
- SECTION 3. The members of the Executive Board shall be elected at the monthly meeting in December or January of the year in which their term expires.
- SECTION 4. Any Executive Board vacancy may be filled by appointment of the President and subject to a majority approval of the Board of Directors at the next regular meeting.
- SECTION 5. Executive Board members shall attend all regular meetings, except that an Executive Board member may be excused for any reason from two regular meetings per year. An Executive Board member may be excused from more than two regular meetings per year only in extraordinary circumstances and with prior approval of the President.
- SECTION 6. The duties of the Executive Board officers shall include, but shall not be limited to the following:
- a. The President shall:
    - 1. Chair all regular and special meetings and appoint others to preside over meetings in the President's absence.
    - 2. Vote during regular and special meetings only when necessary to break a tie and recommend to the membership such measures judged to be necessary and expedient for their consideration.
    - 3. Call special meetings as necessary.
    - 4. Appoint the chairs and members of all standing committees.

5. Create task forces and appoint their chairs and members.
- b. The Vice President shall:
1. Assume the powers and duties of the President during the President's absence.
  2. Assume all other such duties as the President delegates.
  3. Oversee the elections for the Executive Board.
- c. The Treasurer shall:
1. Supervise and be responsible for the financial affairs of the Northwest Des Moines Democrats.
  2. Review all requests to the Northwest Des Moines Democrats for funding.
  3. Provide a monthly report on any income and expenditures.
  4. Submit an annual budget to the Northwest Des Moines Democrats for their approval.
- d. The Secretary shall:
1. Act as the recording secretary at all regular and special meetings of the Northwest Des Moines Democrats.
  2. Provide a monthly report on the minutes from any regular and special meetings.

## **ARTICLE IV**

### **Board of Directors**

SECTION 1. The Board of Directors shall manage the affairs of the Northwest Des Moines Democrats.

SECTION 2. The members of the Board of Directors shall be elected at the monthly meeting in December or January of the year in which their term expires.

SECTION 3. The Board of Directors shall consist of seven (7) Directors in addition to the four (4) members of the Executive Board. Directors shall be elected for a term of two (2) years and can serve for a maximum of three (3) consecutive terms. In order to increase the number of non-Executive Board directors beyond seven, there shall be required a three-fourths majority vote of the members. Only voting members

of the Northwest Des Moines Democrats shall be eligible to serve as Directors. An individual filling an unexpired Board position shall be eligible to serve three (3) full terms as a Director once the unexpired portion of the term expires. If the Board vacancy occurs during the first year of a Director's term, the replacement Director may, at the discretion of the Board, serve only until the next annual meeting of the Northwest Des Moines Democrats if doing so would more evenly divide the number of Directors elected in even and odd years.

SECTION 4. A majority of the Board of Directors shall constitute a quorum for the transaction of any Board business at any meeting.

SECTION 5. Any member of the Board of Directors who misses three (3) consecutive meetings shall be removed from the Board of Directors and replaced by a new Board member unless the Board, by majority vote, permits the member to remain. A board member may be removed with or without cause by a two thirds majority vote of the Board of Directors. A Board member may resign at any time by submitting a written resignation to the Secretary.

SECTION 6. The Board of Directors shall create and dissolve any committees for the Northwest Des Moines Democrats.

SECTION 7. The Board of Directors may appoint one or more individuals to act as coordinators for the Northwest Des Moines Democrats for specific tasks. The coordinators shall regularly report on their activities to the Board.

## **ARTICLE V**

### **Committees**

SECTION 1. All standing committees shall report to the Northwest Des Moines Democrats on their activities on an at least quarterly basis.

SECTION 2. Each committee may adopt rules for its own government not inconsistent with these bylaws.

SECTION 3. Each chair shall chair all committee meetings and appoint other committee members to preside over meetings in their absence. The chair shall schedule the time of and set the agendas for all committee meetings.

SECTION 4. Vacancies in the chair or membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

## **ARTICLE VI**

### **Task Forces**

SECTION 1. All task forces shall have a specific purpose.

SECTION 2. All task forces shall have a term of not more than ninety days, unless their work is accomplished earlier. Any time extensions beyond the ninety day term must be approved for additional terms not longer than ninety days by a majority vote of the Northwest Des Moines Democrats.

SECTION 3. All task forces shall follow the same rules as those prescribed for the standing committees within these bylaws.

## **ARTICLE VII**

### **Meetings**

SECTION 1. Regular meetings shall be held every month at a time and on a day to be decided by the members.

SECTION 2. All regular and special meetings of the general membership, committees, and task forces shall be open to the general membership. In the event that the members are required to discuss confidential matters, the meeting may be closed by an affirmative two-thirds majority vote of the members present.

SECTION 3. All actions requiring a vote shall require a majority of the voting members present at that meeting. The results of all actions requiring a vote shall be made available to the membership with a list of each participating member and each member's recorded vote.

SECTION 4. All regular and special meetings shall be governed by parliamentary procedure based on *Robert's Rules of Order*.

SECTION 5. The agenda for all general meetings shall be made publicly available at least twenty-four hours before each meeting. The minutes of any general or special meeting shall be made available to the members before the next general meeting.

SECTION 6. Special meetings may be called by the President or upon a petition signed by at least fifteen members of the Northwest Des Moines Democrats.

## **ARTICLE VIII**

### **Amendments**

SECTION 1. Proposed amendments to the bylaws shall be submitted to the members of the Northwest Des Moines Democrats. Proposed amendments must be approved by a two-thirds majority of the members in attendance at the next general or special meeting.

**ARTICLE IX**  
**Ratification**

SECTION 1. These bylaws shall be ratified upon by an affirmative two-thirds vote of a majority of the Northwest Des Moines Democrats at a regular meeting.

SECTION 2. These bylaws have been ratified January 2017 and February 19, 2019.