

# ARKANSAS FEDERATION OF DEMOCRATIC WOMEN

Founded 1933

The Arkansas Federation of Democratic Women is the oldest of the Auxiliaries of the Democratic Party of Arkansas. The organization formed in 1933 as a result of women's involvement with the election of Hattie Caraway to the United States Senate. Women's Democratic Club was the original name and the Local Clubs were known as Units. Records documenting the organization from 1934 to the early 1970's were discovered in 1997. The name changed in 1972 when the National Federation of Democratic Women formed and Arkansas' Democratic women became affiliated. There was a national organization in existence prior to 1972; however, few records are available to enlighten in detail. The formal organization of Arkansas's Democratic women has existed continuously as a viable force in the history of the Democratic Party and political activity in Arkansas from its inception to the present.

(Revised, July 2017)

## **Arkansas Federation of Democratic Women**

### **BYLAWS**

#### **ARTICLE I. NAME**

**Sec. 1 – NAME.** The organization shall be known as Arkansas Federation of Democratic Women (AFDW). It shall be affiliated with the National Federation of Democratic Women (NFDW).

#### **ARTICLE II. PURPOSE AND POLICY**

**Sec. 1 – PURPOSE.** AFDW will promote the increased political activity and influence of Democratic women in Arkansas politics and government.

**Sec. 2 – POLICY.** AFDW will provide training and other support for Democratic Women working in party organizations, campaigns, and/or seeking the party or public office. The group will work to promote increased representation of women in party and government institutions. AFDW will promote legislative, executive, and judicial policies which enhance equitable representation of women in party and government affairs. Members are encouraged to support Democratic candidates of their choice. The organization as a body will endorse and support only the nominees of the Democratic Party of Arkansas.

## ARTICLE III. MEMBERSHIP AND DUES

**Sec. 1 – ELIGIBILITY.** Any woman who supports the objectives and purpose of AFDW and the Democratic Party and declares her allegiance to the Democratic Party shall be eligible for membership in the organization. Any person who affiliates with a Party other than the Democratic Party, publicly endorses or advocates for voters to support the nominee of another Party for any office shall be ineligible for AFDW membership.

Applicants for membership who have engaged in disruptive behavior may be denied membership. Members who engage in disruptive behavior may be removed from meetings and have their membership rescinded.

**Sec. 2 – MEMBERSHIP.** A member shall be a registered voter and one who belongs to a Local Club, where one exists. Each person's membership may be credited to only one club/chapter for computing delegates to the State Convention.

**Sec. 3 – HONORARY MEMBERSHIP.** a.) Any person not eligible for full membership may be designated an honorary non-voting member of any Local Chapter upon recommendation of that body. b.) The Democratic President of the United States of America and his spouse, Democratic National Committee members from Arkansas,

Chairman and Vice-Chairs of the Democratic State Committee, Democratic United States Senators and spouses, Democratic United States Representatives and spouses, and the Democratic Governor and spouse shall be honorary members of AFDW.

**Sec. 4 – LIFE MEMBERSHIP.** Life membership may be conferred upon an individual who has made significant contributions to AFDW by a majority vote of the Executive Board. Life membership shall carry all duties and privileges of full membership.

**Sec. 5 – ASSOCIATE MEMBERSHIP.** Any person who is not eligible for full membership, meets the aforementioned eligibility requirements, and supports AFDW and the Democratic Party. Associate members shall be entitled to all privileges of full membership except those of making motions, voting and holding office.

**Sec. 6 – DUAL MEMBERSHIP.** A member may hold a primary membership and an Associate Membership in a second club. The dual member shall only have regular member privileges in the primary club. Dues to AFDW shall be paid by the primary club. The ADFW Treasurer shall

notify the second club and return any dues paid for the Associate Member less \$1.00. A dual member cannot be counted as a regular member of the second club.

**Sec. 7 – STATE DUES/Date of Payment of State Dues** State dues shall be \$6.00 per member annually. Before a member may vote at an annual meeting of AFDW, their dues must be current. State Dues are due and payable on January 1<sup>st</sup> of each year. In order to be a qualified delegate to the State Convention, dues must be paid to the State Federation fourteen days prior to the Convention.

**Sec. 8 – LOCAL CLUB DUES.** Shall be established by each club.

**Sec. 9 – FISCAL YEAR.** The fiscal year shall be from January 1 through December 31.

#### **ARTICLE IV. AFFILIATION OF LOCAL CLUBS**

Local Clubs shall be affiliated with AFDW by approval of the Executive Board.

**Sec. 1 – APPROVAL.** A Local Club's purpose and bylaws must be consistent with those in AFDW in basic rules.

**Sec. 2 – DUES.** A Local Club shall collect dues in accordance with Article III. Dues should be sent to the State Treasurer as soon as collected along with members' names, addresses (residence and e-mail) and phone numbers.

#### **ARTICLE V.**

**Sec. 1 – OFFICERS.** The officers shall be: President, First, Second and Third Vice-Presidents. Recording Secretary, Corresponding Secretary, Treasurer, Historian, Parliamentarian, State Chaplin, and Counselor.

**Sec. 2 – DUTIES.** It shall be the duties of the President to preside at all regular and called meetings; perform all duties incident to the office; serve as ex-officio on all committees; set meeting dates and prepare the agenda; and appoint Standing and special Committees. It shall be the duty of the First, Second and Third Vice-Presidents, in order named, to perform all duties of the President in the President's absence. In addition, acting under the direction of the President, it shall be the duty of (1) the First Vice-President to supervise the District Chairman and serve as Chair of Awards Committee, (2) the Second Vice-President to coordinate Standing Committee activities, and (3) the Third Vice-President to oversee educational programs and support.

It shall be the duties of the Recording Secretary to record or be responsible for the minutes of the Board Meetings and Annual Meeting; distribute the minutes to the Board; and to report attendance of the Board Members at Board Meetings in the minutes.

It shall be the duty of the Corresponding Secretary to conduct all correspondence.

It shall be the duty of the Treasurer to act as custodian of funds in bank accounts and sign checks upon written authority of the President; to keep an accurate record of all members, report the financial condition at each Board meeting; and to serve as ex-officio

member of Budget and Credentials Committee. Her books must be audited annually by a committee appointed by the President.

It shall be the duty of the historian to maintain a record of publicity and maintain the organization's historical documents.

It shall be the duty of the Parliamentarian to assist the presiding officer in parliamentary questions.

It shall be the duty of the Chaplin to conduct devotionals at meetings. Special provision may be made for someone other than the Chaplin to serve in the capacity in her absence on occasion.

It shall be the duty of the Counselor to serve as Chairman of the Nominating Committee. The Counselor shall be the immediate Past President.

**Sec. 3 – COMPENSATION.** The officers, State Director, District and Committee Chairman shall receive such compensation as agreed upon by the Executive Board.

**Sec. 4 – TERMS.** Officers and State Committee Representatives shall serve for a two-year term. Terms of office for officers begin the date after the election. Officers shall be installed at the State Convention at which they are elected. Terms of office for State Committee Representatives begin at the State Party Convention when newly elected members are seated. Officers and State Committee Representatives may not serve more than one term in office. This rule may be suspended by a two-thirds majority vote of those present at the Executive Board meeting preceding the State Convention.

**Sec. 5 – CHANGE OF OFFICERS.** When leaving office, all officers shall turn over AFDW records to the state office immediately.

## **ARTICLE VI – NOMINATIONS/ELECTIONS**

**Sec.1** –The Nominating Committee shall be composed of the District Chairman and the Counselor. In the event of a vacancy on the Nominating Committee, the President shall appoint a member to fill that vacancy.

**Sec. 2** – Call for Nominations: AFDW shall publish to the members a call for nominations and contact information of Chair of the nominating committee at least 60 days prior to the state convention.

**Sec. 3** – Recommendations for nominations shall be made in writing or by electronic format to the Chair of the Nominating Committee to be received at least 30 days prior to the State Convention, provided the nominee has given her consent. In the event additional nominees are required to complete the proposed slate, the Nominating Committee should exercise its judgment to complete the slate.

**Sec. 4** – The Nominating Committee shall report it’s nominations at the Executive Board meeting immediately preceding the State Convention.

**Sec. 5** – Nominations may be made from the floor at the State Convention provided nominees have given consent.

## **ARTICLE VII. EXECUTIVE BOARD**

**Sec. 1 – MEMBERSHIP.** The Executive Board shall consist of the officers, State Director, District and Standing Committee Chairmen, President or elected representative of each Local Club, and AFDW representatives to the State Committee of the Democratic Party of Arkansas.

**Sec. 2 – DUTIES.** The Executive Board shall have the general power to manage the affairs of the AFDW and to determine its program.

**Sec. 3 – MEETINGS.** The Executive Board shall meet in the fall and spring of each year and immediately preceding the State Convention. Special Meetings of the Board may be called by the President as needed with written notice; or by any member of the Board, upon a vote of a simple majority of the members of the Board.

**Sec. 4 – QUORUM.** A quorum shall consist of a majority of the members of the Board.

**Sec. 5 – REMOVAL.** Officers of AFDW and appointed Board Members are automatically removed from the Board if absent from three consecutive Board Meetings. State Committee Representatives are removed if two consecutive State Committee meetings are missed.

**Sec. 6 – VACANCIES.** Vacancies of elected officers and State Committee Representatives are filled by the Board at the next meeting. Vacancies of appointed members are filled by the President.

## **ARTICLE VIII COMMITTEES**

**Sec. 1 – STANDING COMMITTEES.** There shall be the following Standing Committees: Rules, Resolutions, and Revisions; Credentials; Program; Public Relations; Ways and Means; Grievance and Telecommunications.

**Sec. 2 – CHAIRS.** The Committees and Chairs shall be appointed by the President. The Chairs shall submit a written plan of action for the term in which they are appointed. Written reports shall be submitted to the Executive Board at the last Executive Board meeting of every year and upon special request of the President.

**Sec. 3- COMMITTEE FUNCTIONS.** The functions of the Standing Committees shall be to plan and to recommend to the Executive Board policies and programs within their area of responsibility. Committees shall perform other duties assigned by the Executive Board. The specific functions shall be:

- a.) The Rules, Resolutions and Revisions Committee shall review the Bylaws annually and make recommendations to the Executive Board when necessary.
- b.) The Credentials Committee shall certify delegates to the Annual Convention.
- c.) The Program Committee shall work with the State Convention to plan the State Convention of AFDW and provide, at the request of the President, any program incident to the functioning of AFDW.
- d.) The Public Relations Committee shall be responsible for the public image and visibility of AFDW. Along with the President, the Chair shall contact the media regarding appropriate AFDW activities and accomplishments to be publicized.
- e.) The Ways and Means Committee shall be responsible for the planning and

implementing fund raising events.

- f.) The Grievance Committee shall consist of the Parliamentarian, Counselor and the President. This committee shall be responsible for hearing and investigating Complaints and grievances of members.
- g.) The Telecommunications Committee shall be responsible for linking AFDW to the Internet and communications between AFDW and other affiliated organizations as appropriate.

**Sec. 4 – STATE DIRECTOR.** It shall be the duty of the State Director to function at the direction of the President. Her primary responsibilities shall be at the formation of new local clubs, including membership, and the publication of the AFDW newsletter. Written reports to the President shall be provided following the formations of any new local club affiliated with AFDW.

**Sec. 5 – DISTRICT CHAIRMEN.** The President shall appoint District Chairmen, one from each Congressional District. These Chairmen shall work jointly with the President, Vice Presidents and the State Director in organizing and maintaining clubs in their respective districts. These chairmen shall serve as the Nominating Committee and the Awards Committee.

**Sec. 6 – STATE COMMITTEE REPRESENTATIVES.** **Two** members are to be elected by and from the membership as representatives to the State Democratic Committee. Two members shall be elected from each Congressional District by a caucus of members from that District. They will be held at the State Convention.

**Sec. 7 – SPECIAL COMMITTEES.** There shall be? Convention and such committees as the President or Executive Board may deem necessary.

## **ARTICLE IX MEETINGS**

**Sec. 1 – ANNUAL MEETING.** Written notice of the time and place of the annual meeting shall be mailed to the membership at least one month in advance. An annual meeting shall

**Page 8 of 8**

be held within 30 days prior to the State Convention of the Democratic Party of Arkansas and designated as AFDW State Convention. Annual meeting dates may be set by the Executive Board in the years in which there is not a State Convention of the Democratic Party of Arkansas.

**Sec. 2 – VOTING.** Business may be conducted by a majority vote. The voting body of the annual meeting shall consist of the Executive Board, and the delegates for each Local Club. Each Club is entitled to two delegates in addition to one delegate for each ten members or any portion of that number. An Alternate may be named for each delegate. List of delegates and alternates shall be turned into the Credentials Committee by the Club President prior to the Executive Board meeting immediately preceding the State Convention. In the event a member shall hold one or more positions on the Executive Board, that members is entitled to only one vote.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

Where the Bylaws are silent, AFDW shall be governed by the latest edition of Roberts Rules of Order Newly Revised.

## **ARTICLE XI DISSOLUTION**

Should AFDW be dissolved by appropriate action of its membership, the funds and other assets shall be given to the Democratic Party of Arkansas. Should a Local Club be dissolved by appropriate action of its membership, the funds and other assets shall be given to AFDW.

## **ARTICLE XII AMENDMENTS TO THE BYLAWS**

Bylaws may be amended at any regular or called meeting of AFDW by a two-thirds vote of those present, provided written notice of all proposed changes shall have been given to the Executive Board thirty days before the meeting at which any amendment will be submitted for approval.