

BYLAWS

Of

Young Democrats of Maryland

- I. **Name, Affiliations and Purposes:** The name of this organization shall be the Young Democrats of Maryland, hereafter referred to as YDM.
 - A. It shall maintain an affiliation with Young Democrats of America (YDA).
 - B. It shall be the official youth representative of the Maryland Democratic Party.
 - C. It shall:
 1. Stimulate in young people an active interest in governmental affairs
 2. Develop members' leadership skills
 3. Contribute to the growth and leadership of the Democratic Party
 4. Promote youth involvement in the Democratic Party throughout the State of Maryland
 5. Facilitate the growth of local chapters of the organization.
- II. **Principal Office of the Organization:** The principal office of the Organization shall be designated by the Executive Board.
- III. **Membership:**
 - A. **Membership Requirements:** Any registered Democrat who resides or works in the State of Maryland and who has not reached his or her thirty-sixth (36th) birthday is eligible for full membership in YDM. A person must be member of a local club or must be an at-large member (as defined in this document) to be eligible for membership in YDM. Local branches of YDM may offer associate or honorary membership to those above thirty-six (36) years of age, but such members may not run for office or vote.
 - B. **Local Chapters:** Local chapters shall be defined as a county chapter or a educational chapter. Local chapters may create their own message and platform but should attempt to use the coordinated message from the YDM
 1. **A county chapter** shall consist of the area covered by a county, city, region or larger organizational district, and club members must be residents of that area or attend school in that area. These chapters shall have the right to set dues for their members and will be considered the parent chapter for chapters in local High Schools which fall in their area.

2. **An educational chapter** shall consist of a Young Democrats group at a Community College, College, University, or Professional school. There shall only be one YDM chartered group per campus. If two on-campus groups both want to be chartered under YDM, the YDM Executive Board shall evaluate and decide which group shall have the first right to charter under YDM. Educational chapters may choose to charter with any local chapter whose geographical location includes their main campus, or to charter directly with Young Democrats of Maryland.
 3. **Local Chapter Endorsements:** A county chapter may endorse a candidate in a primary election solely in their county if the following steps are met:
 - I. The county chapter submits a process for endorsement to the YDM Executive Board for approval, which will require 2/3 approval from the Executive Board.
- C. **Local Chapter Recognition:** In order for a local club to be a recognized body in YDM, it must:
1. Submit a copy of its Bylaws to the Secretary of YDM
 2. Submit a list of all members including name, address, date of birth, phone number and e-mail address to the Secretary of YDM. This list must be updated every year.
 3. Hold at least six meetings annually in different months
 4. Local chapters must report the state of their finances to the YDM Treasurer one times a year.
- In Addition:
1. Chapter Bylaws may not contradict the YDM Bylaws.
 2. While Chapter President a member may not be the President of YDM.
- D. **At-Large Members:** If a person is unable to join a local club and are unable or unwilling to create a new club, they may be considered as an at-large member of YDM. Effort should be expended by the Executive Board to ensure that anybody interested in joining or starting a local club is able to do so.
- E. **Voting:** Each member in good standing of a local club shall be considered in good standing of YDM. All members in good standing shall have one vote at YDM Annual Meetings. There shall be no proxy voting.
- F. **Termination of membership:** A Member of YDM may terminate their membership if the Member sends written notice to the President of their local club, or the President of YDM.

- G. **Release of Membership List:** The membership list of YDM may not be divulged without a 3/4 vote of the Executive Board. For the purpose of this decision, the Local Committeeperson shall have a vote.
- H. **Membership Entitlements:** Membership shall entitle Members to participate in YDM's programs and to participate and vote in the election of Voting Members of the Executive Board of YDM.
- I. **Caucuses:** Members may create caucuses that represent an area of diversity within YDM. Members interested in a caucus shall create Bylaws for the proposed caucus, which must be approved by the Bylaws Committee. Caucuses must be approved by a majority vote at the first annual meeting in which the caucus wishes to become active. Temporary recognition may be granted to a caucus by a two-thirds (2/3) vote of the Executive Board. This temporary recognition shall be considered valid until the next annual meeting of YDM. Members shall only create caucuses which are in existence and active in the Young Democrats of America. Any Caucuses in existence as of the effective date of these By-Laws do not need to undergo the aforementioned recognition process.

IV. **Executive Board and Officers:**

- A. **Executive Board:** There shall be an Executive Board, composed of the elected officers of the YDM, whose duties are as follows:
 - 1. The President shall preside at and conduct all meetings of the Members, the Executive Board and any general body meeting of YDM. The President may sign all contracts and agreements in the name of the Organization after the Executive Board has approved them, serve as the representative of the Organization in meetings, be the primary contact between YDM and other Statewide organizations including but not limited to the Maryland Democratic Party and discussions with other organizations and agencies, and otherwise perform all of the duties that are ordinarily the function of the office.
 - 2. The Executive Vice-President shall perform the duties of the President if the President is unable to do so or is absent, and perform such other tasks as may be assigned by the Executive Board; shall be an ex-officio member of all committees; shall be the Chairperson of the Bylaws Committee; and shall be responsible for chapter-building duties around the State. In the event that the office of the President becomes vacant, the Vice-President shall automatically become President.
 - 3. The Secretary shall keep accurate records and minutes of all the meetings of the Organization; make available copies of the minutes to the previous meeting and distribute them in advance of each meeting; cause to be delivered all notices of meetings to those persons entitled to vote at such meeting; shall maintain the YDM email list; be responsible for sending all

emails to the members; be responsible for updating the YDM website; and shall maintain a current listing, with phone numbers, addresses and email addresses, of all YDM officers, local club presidents and members.

4. The Treasurer shall oversee: the deposit of YDM funds into the proper accounts of the organization; the recording of all receipts and disbursements from such accounts; the preparation of the books and records of the finances of the organization; the preparation of financial reports for the Board meeting; and the preparation and filing of all end-of-year financial reports and federal and state tax reports. The Treasurer shall serve as Chair of the Fundraising committee, and shall work with the Vice-President of Programming to coordinate all YDM fundraising efforts and to create a fundraising plan, to be approved by the Executive Board.
5. The Vice-President of Programming shall plan and coordinate programs of an educational, civic or social nature for YDM members; shall serve as chair of the programming committee; shall sit as Vice-Chair of the Fundraising Committee; shall work with the Treasurer to coordinate all YDM fundraising efforts and create a fundraising plan to be approved by the Executive Board; and shall create a program calendar, to be approved by the Executive Board.
6. The National Committeewoman shall: be female; represent YDM at all YDA meetings; represent YDM at any other meeting which she is assigned to by the Executive Board; shall report on her activities to the Executive Board; shall co-chair the Chapter Building Committee and shall work with the Executive Vice-President to develop new local chapters around the State.
7. The National Committeeman shall: be male; represent YDM at all YDA meetings; represent YDM at any other meeting which he is assigned to by the Executive Board; shall report on his activities to the Executive Board; shall co-chair the Chapter Building Committee and shall work with the Executive Vice-President to develop new local chapters around the State.

B. Appointed Officers: There shall be appointed officers who shall sit on the Executive Board but are not entitled to a vote and shall be henceforth referred to as non-voting officers. Permanent non-voting officer positions shall consist of the Local Committeeperson, whose duties and conditions of placement are listed as follows:

1. The Local Committeeperson shall be appointed by the President on the advice of the Local chapters of YDM and with the advice and consent of the Executive Board. The Local Committeeperson shall sit on the Programming Committee and shall represent the interests of all chapters in YDM. The Local Committeeperson may be removed by a majority vote of the Executive Board.

- C. **Election/Vacancies:** The Elected Officers shall consist of President, Executive Vice-President, Secretary, Treasurer, National Committeewoman, National Committeeman, and Vice President of Programming. These officers shall be elected bi-annually by the members at the YDM convention. These elections shall be held during odd numbered years. When any vacancy occurs on the Executive Board the members of the Executive Board shall be notified in writing ten (10) days in advance of the next meeting of the vacancy and that a proposed member to fill the vacancy will be presented at that meeting by the President. If the office of President is vacated the Executive Vice-President shall fill the vacancy. The President shall appoint persons to fill any other vacant office for the duration of the term by and with a majority vote of the Executive Board. Should both the President and Executive Vice-President positions become vacant, the Executive Board together with the Presidents of the Local chapters of YDM shall appoint a President by a two-thirds vote.
- D. **Deposit of Funds:** All funds must be deposited in an account named “Young Democrats of Maryland” within 10 business days of receipt. Any disbursement of Two thousand five hundred dollars (\$2,500) or more may not occur without a majority vote approval of the Executive Board.
- E. **Qualifications:** Candidates for state-wide office shall not age out from the Young Democrats of Maryland by the time their term in office ends.
- F. **Term:** Officers shall serve a term of two (2) years and until their successors are elected, or until they are removed for cause.
- G. **Removal:** Any officer may be removed, with cause, by a two-thirds vote of the Executive Board present at any meeting. Cause shall be defined as malfeasance. For a vote of removal, the Local Committeeperson shall have the right to vote.
 - 1. **Resignation:** An officer may resign only by submitting a written resignation to the President, unless the President is the resigning officer, in which case written resignation may be submitted to the Secretary. Any member of the Executive Board who has missed two consecutive meeting of the Board without an excuse shall be presumed to have resigned, and shall be notified in writing of this provision by the President, or by the Executive Vice-President if the President is the resigning officer.

V. **Meetings:**

- A. **Annual Meetings:** The Annual Meeting of the Organization shall be held in the month of January or February of each year. Notice of the meeting shall be sent at least one (1) month in advance of the Annual Meeting to each local club President and to all members of YDM. Each local club must have submitted their Bylaws before the Annual Meeting to enable its members the right to vote at the Annual Meeting. Each local club shall be allowed one vote for each attending member at the Annual Meeting, not to exceed forty votes.

- B. **Regular Board Meetings:** Regular meetings of the Executive Board shall be held at least every other month and may be scheduled more often by the President. Notice of regular Executive Board meetings, shall be given at least ten (10) days before the day of the meeting
 - C. **Special Meetings:** Special Meetings of the Executive Board may be held at any time and at any place in the State of Maryland, when called by the President and two other Executive Board Members or by at least four Executive Board Members. Business transacted at special meetings shall be confined to the purposes of the meeting stated in the notice of the meeting. Notice of special meetings may be given verbally, via electronic mail or in writing at least 72 hours prior to the meeting time.
 - D. **Quorum:** At any meeting, a quorum shall consist of sixty percent (60%) of the Executive Board members who are eligible to vote, present in person. A majority vote shall consist of 51 percent (51%) of those present and entitled to vote at the meeting, except as otherwise provided by law or in these Bylaws.
- VI. **Committees:** The Executive Board may create such committees with such powers as it deems it wise to have. The President shall appoint persons to chair those committees, and the chairs shall appoint people to the committees with the advice and consent of the Executive Board. The following committees shall be considered Standing Committees:
- A. **Bylaws Committee:** The Bylaws Committee shall be chaired by the Executive Vice-President and shall consist of at least three (3) members. The Bylaws Committee shall be responsible for reviewing the Bylaws at least once per year and recommending any necessary changes to the Executive Board. All amendments to the Bylaws must be reviewed before the Bylaws committee before going before the Executive Board.
 - B. **Fundraising Committee:** The Fundraising Committee shall be chaired by the Treasurer, Vice-Chaired by the Vice President of Programming, and shall consist of at least three (3) members. The Fundraising Committee shall propose a fundraising plan to the Executive Board and coordinate at least one (1) fundraising event per year.
 - C. **Programming Committee:** The Programming Committee shall be chaired by the Vice-President of Programming and shall include the Local Committeeperson as well as at least three (3) other members. The Programming Committee shall propose a programming calendar of events to the Executive Board and coordinate at least three (3) programming event a year. A programming event shall be defined as an event that occurs for the membership of YDM whether it is social, educational, or otherwise defined. The committee shall make every effort to ensure that every member of YDM has the opportunity to attend all events.
 - D. **Chapter Building Committee:** The Chapter Building committee shall be co-chaired by the National Committeeman and the National Committeewoman and

shall consist of at least three (3) other members. The Chapter Building Committee shall work with the Executive Vice-President to strengthen active local chapters and help to grow new chapters across the State.

- E. **Ad-hoc Committees:** The Executive Board may establish such special committees as they shall determine are necessary for the functioning of the Organization. Each such committee shall be given a specific charge and term. No special committee shall have a term extending beyond one (1) year unless reappointed. The Executive Board shall name the members of special committees.

VII. Appointed Officers and Staff:

- A. The Executive Board may appoint an Executive Director, with a title appropriate to the functions of the officer. The Executive Director may appoint other staff.
- B. The Executive Board may delegate duties and customary authority to the Executive Director and staff of the Organization. The duties and authority delegated shall be memorialized in written job descriptions.
- C. The Executive Director shall be subject to hire and termination by the Executive Board. Other appointed staff shall be subject to hire and termination by the Executive Director.
- D. The Executive Director shall attend and participate in meetings of the Members and the Executive Board and of committees as staff to the Executive Board and the committees, but shall not be entitled to vote.

- VIII. Conflicts of Interest:** Any Executive board member, officer, employee or committee member having an interest in a contract or other transaction or determination presented to the Executive Board or a committee of the organization for recommendation, authorization, approval or ratification shall give prompt, full and frank disclosure of such interest to the Executive Board or committee prior to its acting on such contract or transaction. As a Democratic Party organization, neither YDM nor its local member chapters shall endorse candidates in Democratic Party primary elections unless the candidate is unopposed, or unless the Democratic Party of Maryland has endorsed said candidate or unless the abovementioned criteria have been met. Should any of the aforementioned members be employed by a candidate in a Democratic primary, that employment must be disclosed.

The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can be reasonably be construed to exist. If a conflict is found to exist, such person may not vote on, exert personal influence upon, or participate in discussion of (other than to present factual information or to respond to questions in the discussions or deliberations with respect to such contact, transaction, or determination) the issue. Such a person may not be counted in determining the existence of a quorum during the discussion of the disclosed issue at any meeting where the contract, transaction, or determination is under discussion or is being voted upon.

The minutes of the meeting shall reflect the disclosure made the vote thereon and, where applicable, the abstention from voting and participation.

- IX. **Fiscal Year:** The fiscal year of the Organization shall be from July 1st to June 30th.
- X. **Action without Meeting:** Any action which may be properly taken by the Executive Board assembled in a meeting may also be taken without a meeting, if consent in writing setting forth the action is given by all of the Board members entitled to vote on the action. Such consent shall have the same force and effect as a vote of the Board members assembled and shall be filed with the minutes.
- XI. **Amendments:** These Bylaws may be temporarily amended by a two-thirds (2/3) vote of the Executive Board provided the proposed amendment(s) has been submitted to the Executive Board in writing with written notice of the meeting to decide on the proposed amendment(s) at least ten (10) days prior to the meeting date, if and only if it has been reviewed by the Bylaws Committee. These bylaws shall be permanently amended by a majority vote of the General Body at the next Annual Meeting.
- XII. **Parliamentary Authority:** The latest edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority of YDM in its entirety, except when it conflicts with these Bylaws.

Nondiscrimination: The organizations, officers, employees and persons served by YDM shall be selected in a non-discriminatory manner with respect to age, sex, race, color, national origin, sexual orientation, sexual identity, gender identity, veteran status, disability, and religious opinion or affiliation.

Adopted by the Executive Board and on majority vote of the Young Democrats of Maryland General Body this 27th day of February, 2010