

## **Bylaws of the South Washoe DEMS - an Affiliate of the Democratic Party of Washoe County**

### **Article I. Name**

The name of this organization is the South Washoe DEMS (SWD) an affiliate of the Democratic Party of Washoe County.

### **Article II. Purpose**

Section 1. The purposes of the organization are:

- A. Advance the goals of the Democratic Party of Washoe County within the communities in the southern areas of Washoe County.
- B. Provide a forum for the South Washoe DEMS community to share concerns and issues.
- C. Engage and mobilize people on an on-going basis to actively support Democratic candidates and issues of community concern.
- D. Build a long-term community of like-minded Democrats that will have a positive influence on the outcome of local, state, and national elections.

Section 2. If the South Washoe DEMS maintains a plan to accomplish their mission statement a copy of the plan shall be provided to the Washoe County Democratic Central Committee.

Section 3. The organization shall report quarterly to the Washoe County Democratic Central Committee.

Section 4. The Democratic Party of Washoe County Central Committee shall be considered the parent organization and South Washoe DEMS must conform to the rules, bylaws, and mission of the Democratic Party of Washoe County and the Nevada State Democratic Party.

## **Article III. Steering Committee and Officers**

Section 1. The South Washoe DEMS organization will be guided by a Steering Committee comprised of no less than 5 members.

Section 2. The Steering Committee officer positions shall be: Chairperson, vice-Chairperson, treasurer, secretary, program coordinator, and communications coordinator. These positions may be co-positions.

Section 3. Additional members may be appointed to the steering committee as deemed necessary to conduct the business of South Washoe DEMS. The steering committee shall define the role of any appointed member.

Section 4. Steering committee officer roles are as follows.

### **A. Chairperson**

1. The primary contact for South Washoe DEMS.
2. Ensure the smooth operation of the South Washoe DEMS by providing leadership and guidance to the Steering Committee.
3. Set the agenda and lead the Steering Committee meetings.
4. Facilitate the general meetings.

### **B. Vice-Chairperson(s)**

1. Represent South Washoe DEMS at the DPWC.
2. Facilitate the general meetings in the absence of the Chairperson.
3. Assist in providing leadership and guidance to the Steering Committee.
4. Provide outreach to the southern community.

### **C. Secretary**

1. Maintain the attendance records.
2. Record South Washoe DEMS business decisions.
3. Take minutes of the Steering Committee meetings.
4. Facilitate correspondence
5. Act as a general historian for the organization.

### **E. Treasurer**

1. Responsible for collecting and maintaining financial records.

2. Make financial reports to the Washoe County Democratic Party Central Committee.
- F. Program Coordinator
1. Develop and implement the general meeting programs.
    - a. Identify topics of interest.
    - b. Invite speakers
    - c. Secure meeting space and equipment as needed.
  2. Provide follow up as necessary.
  3. Provide general meeting details to the communications coordinator in a timely manner.
- G. Communications Coordinator
1. Responsible for both internal and external communications.
    - a. Maintain the email distribution list.
    - b. Maintain Facebook posting.
    - c. Send out general meeting invitations.
  2. Recruit, as needed a publicity relations expert to promote publicity using external media outlets.

## **Article IV. Elections**

Section 1. The Steering Committee shall appoint an Elections Officer (temporary) who is not a steering committee member at the last steering committee meeting of the year. The Elections Officer shall serve from December through March.

Section 2. The Elections Officer shall notify the general membership in January of the upcoming election of officers in March. The notification will request that members wishing to run for one of the Steering Committee Officer positions notify him/her by the end of January.

Section 3. The slate of officers will be presented at the South Washoe DEMS general meeting in February. Additional nominations may be made from the floor.

Section 4. The election will be held at the March general membership meeting conducted by the Elections Officer. Officers will be elected by a majority vote of the members present at the meeting.

Section 5. Elected officers will assume their duties in April.

### **Article V. South Washoe DEMS Meetings**

Section 1. South Washoe DEMS general membership meetings will be held once a month. The Program Coordinator will determine meeting sites.

Section 2. South Washoe DEMS Steering Committee will meet on an as needed basis but not less than quarterly. The Chairperson will call the meetings; however, any Steering Committee member may request a meeting.

### **Article VI. South Washoe DEMS Membership**

Section 1. A member of South Washoe Dems needs to be a registered Democrat living in Washoe County and who has completed a contact form.

### **Article VII. South Washoe DEMS Finances**

Section 1. There will be no formal membership fees. Voluntary contributions will be requested at each general meeting to offset meeting expenses.

Section 2. The South Washoe DEMS Treasurer will collect the contributions and pay any meeting expenses.

### **Article VIII. Rules of procedure**

Section 1. The current edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for the organization on all questions not covered by these bylaws.

Section 2. Questions of interpretation of these bylaws may be appealed to the Democratic Party of Washoe County's Executive Board whose decision shall be final.

## **Article IX. Amendments**

Section 1. The South Washoe DEMS Steering Committee shall distribute proposed changes of the bylaws to their members one month prior to the meeting at which the bylaws will be presented for a vote to amend.

Section 2. These bylaws may be amended by a two-thirds vote of the members present at the scheduled meeting.

*(These Bylaws were adopted by the South Washoe DEMS Steering Committee on February 11, 2013 and approved by the Washoe County Democratic Party on April 2, 2013. Article III, Section 4 was amended on March 1, 2021 to separate the Secretary & Treasurer into 2 positions.)*