

**YOUNG DEMOCRATS OF WASHINGTON 2021 CONSTITUTION**  
**Approved May 2021**

**Preamble**

We, the Young Democrats of Washington, in order to stimulate in young people an active interest in governmental affairs and promote their involvement in the political process, to promote the acquisition of political power by young people, and to foster and perpetuate the ideals and principles of the highest degrees of justice and social welfare, do associate ourselves together and establish this Constitution.

**Article I – Name**

1. This organization shall be called the Young Democrats of Washington (YDWA).

**Article II – Membership**

1. Regular membership in the Young Democrats of Washington shall be limited to persons who declare themselves to be Democrats, and who have not yet turned thirty-six years old (see regarding elected members). No criteria other than age or party preference shall be an acceptable reason for exclusion from regular membership. An individual may however lose membership rights if such are taken away by the Code of Conduct Committee.
2. Alumni membership in the Young Democrats of Washington shall be available to persons who declare themselves to be Democrats, but have passed their thirty-sixth birthday or who choose to be affiliated with the alumni branch, although age thirty-five or under. No criterion other than party preference shall be an acceptable reason for exclusion from alumni membership.
  - a. Alumni members will have no vote in official proceedings.
  - b. All alumni members in good standing will receive notification of organization meetings, events, and activities in the same manner as regular members. Alumni members will also receive notification of alumni organization events and work with the Executive Vice President and Vice President of Events & Education to have an annual Alumni event to raise money for YDWA.
  - c. One member of the YDWA Alumni Group, chosen by the Alumni Group, will be a non-voting member of the General Board.
3. Dues & Provisions
  - a. Regular voting members are required to declare they are a Democrat, and must provide their full name, address (city, zip code), email address (if applicable) and birth date. Members are encouraged to provide a telephone number and full mailing address (if available).
  - b. Local chapters have the right to request organizational dues at any level they wish, but must provide for a waiver of dues in the case of financial hardship.

- c. No criterion other than party preference shall be an acceptable reason for exclusion from regular membership in a local chapter.

### **Article III – Officers**

#### **1. Leadership Structure**

- a. The Executive Board shall consist of the President, Vice Presidents, YDA National Committee Representatives, and the WSDCC Rep. The President of the College Democrats of Washington and the President of the High School Democrats of Washington will have full voting rights but do not contribute to the quorum of the Executive Board. Within each department, the Vice President shall be responsible for overall activities of the department, shall provide for all necessary training for Directors under their supervision, shall take reasonable steps to provide mentorship and growth opportunities for such Directors, and shall take ultimate responsibility for the success or failure of the department in its constitutional duties.
- b. The Director positions, with the notable exception of the three (3) region directors, shall be primarily appointed by the Vice President of the relevant department with consent of the Executive Board before the General Board's official approval. However, these appointments may also be made by the President to ensure the proper functioning of the organization, with approval of the Executive Board. These Directors, with exception of the Region Directors, will be non-voting members of the general board and thus will not count towards quorum. Appointment opportunities will be made known to members of local chapters. The Vice Presidents may only appoint up to four (4) Directors. Position descriptions of Director positions will primarily derive, although are not beholden to limiting themselves to, aiding the respective Vice President in completing their own duties effectively.
  - i. These appointments will last until the subsequent convention, or equivalent meeting, unless otherwise specified in the application process;
  - ii. Appointments may be nullified by a two-thirds (2/3) majority vote of the entire Executive Board through a motion brought forward by the President or respective Vice President. The appointee shall be notified before this vote is taken and given an opportunity to provide a written statement for consideration, the general board will be notified after this vote has taken place; and
  - iii. To be eligible for a director position, individuals must be included in a membership list for a local chapter, YDWA caucus, or other YDWA membership list.
- c. All officers of this organization, except as specified in the following subsections, shall be elected every year at the State Convention, or equivalent meeting, by the general assembly and shall serve until the adjournment of the next State Convention or equivalent meeting of the general assembly.

- i. Beginning in 2022 the President and Executive Vice President shall be elected at the State Convention or equivalent meeting held in even number years;
- ii. First National Committee Member, and the Washington State Democratic Central Committee Representative shall be elected by the general assembly at the State Convention in odd numbered years, or equivalent meeting, and shall serve until their successor is elected at the State Convention, or equivalent meeting. The Second National Committee Member shall be elected at the State Convention, or equivalent meeting, in even numbered years to serve a term until their successor is elected at the following even numbered year State Convention or equivalent meeting. Should a vacancy occur in any of these positions at the State Convention when the position would not normally be up for election, the position shall be filled by election by the general assembly. At the 2021 State Convention, only the vacant National Committee Member Position shall be up for election and shall be considered the First National Committee Member. At the 2022 State Convention, the other National Committee Member Position shall be up for election and considered the Second National Committee Member; and
- iii. The Eastern, Southern, Central, and Western Region Directors shall be elected by members of chapters of the constituent regions at the State Convention.

## 2. Elected Officers

### a. President

- i. Shall be the chief administrative officer of the Young Democrats of Washington;
- ii. Shall direct the implementation of policies adopted and authorized by the organization;
- iii. Shall chair the General Board and the Executive Board;
- iv. Shall represent the state organization in public;
- v. Shall report on their activities at each General Board meeting;
- vi. Shall appoint a Parliamentarian who shall serve as a non-voting officer; and
- vii. Shall collect best contact information from the newly elected Executive Board and convene an Executive Board meeting no later than two weeks (14 calendar days) after their election via electronic teleconferencing, or another method deemed equitable for members that are located in different regions of the state.

### b. Executive Vice President

- i. Shall assist the President in the performance of the President's duties;
- ii. Shall serve as Vice Chair of the General Board and the Executive Board;
- iii. Shall maintain relationships with former Young Democrats and alumni members;

- iv. Shall chair the Constitution Committee or appoint any general board member designee;
  - v. Shall work with the National Committee members and the WSDCC Representative to propose and enact policies to identify, recruit and mentor future leaders of both this organization and the broader Democratic community; and
  - vi. Shall oversee the organization of the Conduct Committee.
    - 1. The Conduct Committee will serve the functions outlined in the “Code of Conduct” (Appendix A). It will also serve as the de facto safe space committee for convention.
    - 2. The Conduct Committee shall be composed of five (5) to ten (10) members depending on availability:
      - a. One of the National Committee Members appointed by the Executive Vice President shall serve as chair;
      - b. One additional member appointed by the Executive Vice President;
      - c. One to two members appointed by the Western Region Director from their region (may include the Western Region Director);
      - d. One to two members appointed by the Southern Region Director from their region (may include the Southern Region Director);
      - e. One to two members appointed by the Eastern Region Director from their region (may include the Eastern Region Director); and
      - f. The Parliamentarian shall not serve as a member of the Committee but the Committee Chair may consult with the Parliamentarian regarding rules and procedures related to the Committee’s work.
- c. Vice President of Operations
- i. Shall work with the President to write an annual budget;
  - ii. Shall manage the organization’s day-to-day operations and expenditures;
  - iii. Shall maintain all organizational files and records in a safe and orderly manner;
  - iv. Shall chair the Rules Committee or appoint any general board member designee;
  - v. Shall develop an annual fundraising goal for the organization, and shall work with the President and Vice President of Events & Education to form a plan to meet that goal;
  - vi. Shall be responsible for the raising of funds through personal, phone, electronic, and print solicitation;
  - vii. Shall propose new revenue enhancement projects;

- viii. Shall work to build and maintain strong relationships with current and potential donors;
- ix. Shall track donations with a database or similar sustainable method;
- x. Shall maintain records of all receipts and disbursements of funds of the organization in accordance with all local, state, and federal laws and regulations;
- xi. Shall report all financial activity at each General Board meeting;
- xii. Shall keep all organizational financial records in balance, shall file all Public Disclosure Commission reports as needed, and serve as chief compliance officer for the organization; and
- xiii. Shall oversee the Operations Department, with a mandatory appointment of a Finance Director, suggested appointment of a Development/Fundraising Director, and other appointments as necessary.
  - 1. Finance Director
    - a. Shall maintain records of all receipts and disbursements of funds of the organization in accordance with all local, state, and federal laws and regulations;
    - b. Shall report all financial activity in updates to the Executive and at each General Boards meeting;
    - c. Shall keep all organizational financial records in balance, shall file all Public Disclosure Commission reports as needed, and serve as chief compliance officer for the organization; and
    - d. Shall report to the Vice President of Operations.
- d. Vice President of Membership Engagement
  - i. Shall be responsible for the support of existing chapters and expansion of new chapters;
  - ii. Shall serve as the liaison to all federal, statewide and legislative campaigns;
  - iii. Shall chair the Endorsements Committee or appoint any general board member designee;
  - iv. Shall chair the Campaign Committee, consisting of one representative of each chartered chapter or caucus, which shall select priority candidates; and
  - v. Shall oversee the Membership Engagement Department, consisting of the Region Directors, and appointments.
- e. Vice President of Government Affairs
  - i. Shall direct legislative action and lobbying efforts on behalf of the organization throughout the year, including twice monthly calls to update the executive board about the status of lobby day (see vii and viii below) starting 2 months prior to lobby day;
  - ii. Shall chair the Platforms Committee or appoint any general board member designee;

- iii. Shall liaise with official offices and advocacy groups to track legislation, and shall seek opportunities for YDWA to play a role in crafting legislation;
  - iv. Shall serve as leader and coordinator for YDWA caucuses;
  - v. Shall recruit and train leaders for, assist in the formation of, and actively foster the development of caucuses;
  - vi. Shall work with caucus leaders to develop and carry-out projects based on each caucus's topic of concern;
  - vii. Shall organize an annual Lobby Day during legislative session including bimonthly phone calls two months prior to Lobby Day to keep the Executive Board abreast of progress;
  - viii. Shall organize additional lobbying and issue education events as appropriate; and
  - ix. Shall oversee the Government Affairs Department, with the suggested appointment of the Policy Director and the Advocacy Director, and other appointments as necessary.
- f. Vice President of Communications
- i. Shall develop and implement strategies for developing the brand of the organization;
  - ii. Shall chair Credentials Committee or appoint any general board member designee;
  - iii. Shall work with the President to produce public statements on behalf of the organization;
  - iv. Shall ensure the website, social media tools, and email list are regularly used to advance the goals of the organization;
  - v. Shall track news stories and current events to ensure communications reflect the topics of the day;
  - vi. Shall work with caucus leaders to identify important pre-scheduled events, such as holidays, and plan appropriate messaging;
  - vii. Shall seek out opportunities to produce videos, graphics, and other media materials;
  - viii. Shall organize YDWA's participation in media campaigns that engage young Democrats from across the state; and
  - ix. Shall oversee the Communications Department, with mandatory appointment of the Digital Media Director, and suggested appointment of the Current Affairs Director, and other appointments as necessary;
    - 1. Digital Media Director
      - a. Shall maintain the organization's digital media profile, including its Twitter feed and Facebook page;
        - i. Shall promote YDWA and local chapter events on all Social Media Channels.
      - b. Shall create new YDWA social media channels to keep up with what Social Media Young Democrats are most likely to use.

- g. Vice President of Technology
  - i. Shall provide onboarding and offboarding to board members for all technology services relevant to their position;
  - ii. Shall ensure that all technology services for appointed positions remain accessible by the appropriate Vice President while they are vacant;
  - iii. Shall provide support and assistance to all YDWA members for any YDWA provided technology;
  - iv. Shall be responsible for maintenance of YDWA's website, domain name(s) and electronic mailing lists, as well as any other websites hosted by YDWA, such as event, chapter, or caucus websites;
  - v. Shall manage and maintain email accounts for board members;
  - vi. Shall perform due diligence to keep all YDWA technology secure, and report any successful breach, hack, or other attack to the Executive Board within twenty-four (24) hours of its discovery;
  - vii. Shall securely store and regularly change passwords for all YDWA accounts, no less than once per year;
  - viii. Shall provide and manage hardware and software needs for YDWA events, and shall provide YDWA-owned hardware and software for use by chapters upon request;
  - ix. Shall assist other officers in implementing technological solutions for the organization;
  - x. Shall ensure that all technological procedures and policies are well-documented;
  - xi. Shall provide technological solutions to the President for the purposes of record-keeping; and
  - xii. Shall oversee the Technology Department, with the suggested appointments of a Data Director and a Webmaster, and other appointments as necessary.
- h. Vice President of Events & Education
  - i. Shall be responsible for providing a minimum of three (3) educational YDWA meetings/events during each year outside of convention, or equivalent meeting (ex. How to use VoteBuilder, Legislative Preview, Meet the Young Democrats running for office);
    - 1. These meetings shall be free for any Young Democrats to attend.
  - ii. Shall coordinate fundraising events and host at least one fundraising event each year;
  - iii. Shall organize one YDWA Day of Action for each priority candidate;
  - iv. Shall assist the President and any Convention Coordinator(s) designated by the President with the annual State Convention including bimonthly calls to update the Executive Board about the status of Convention starting two (2) months prior to Convention;
  - v. Shall work with the Executive Vice President and YDWA Alumni representative to coordinate at least one (1) yearly YDWA Alumni

- fundraiser;
- vi. In case of absence of the President shall become the Convention Chair; and
- vii. Shall Make Appointments as necessary for planning the different events throughout the year.
- i. National Committee Representatives
  - i. The two (2) YDWA representatives attending the Young Democrats of America National Committee shall represent two (2) different gender identities;
  - ii. Shall, in coordination with the President, encourage and direct participation of members in regional and national activities;
  - iii. Shall attend all National Committee Meetings or designate a proxy when attendance is not possible, and shall deliver a concise report of their activities to the General Board;
    - 1. Proxies are to be chosen from YDWA membership whenever possible.
  - iv. Shall represent the interests and further the goals and priorities of YDWA on the National Committee; and
  - v. Shall work with the Executive Vice President to provide mentorship opportunities.
- j. Washington State Democratic Central Committee Representative
  - i. Shall, in coordination with the President, encourage and direct participation of members in local and statewide senior Democratic Party activities;
  - ii. Shall attend all meetings of the Washington State Democratic Central Committee and shall report upon the activities of the WSDCC to the Executive and General Boards;
    - 1. Failure to attend two (2) consecutive WSDCC meetings or WSDCC Executive Board meetings or five (5) total meetings in a period of two (2) years without giving a valid proxy or an excused absence shall be considered to be an automatic resignation of the position.
  - iii. Shall organize YDWA activities at WSDCC meetings, including, but not limited to, tabling, hospitality suites, volunteer activities, forums, panels, and other activities to promote YDWA within the WSDCC;
  - iv. Shall represent the interests and further the goals and priorities of the organization on the State Committee;
  - v. Shall be the designated liaison to the State Party Chair, staff, and the elected members of the Washington State Democratic Central Committee; and
  - vi. Shall work with the Executive Vice President to provide mentorship opportunities.
- k. Eastern Washington Director

- i. Shall serve as leader and coordinator for chapters in Eastern Washington which for these purposes shall be defined as those chapters that are associated with the counties and educational institutions of Adams, Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman, further referred to as Eastern Washington;
  - ii. Shall recruit leaders for, assist in the formation of, and actively foster the development of chapters in Eastern Washington;
  - iii. Shall be the primary source of mentorship and training for chapter leaders in Eastern Washington;
  - iv. Shall arrange quarterly meetings to be attended by the membership of their constituent chapters and interested caucuses;
  - v. Shall attend as many meetings of their constituent chapters as possible;
  - vi. Shall keep an accurate electronic list of members of chapters in Eastern Washington, which shall include contact information;
  - vii. Shall assist the Membership Department with Days of Action in Eastern Washington; and
  - viii. Shall report to the Vice President of Membership Engagement.
- I. Central Washington Director
- i. Shall serve as leader and coordinator for chapters in Central Washington which for these purposes shall be defined as those chapters that are associated with the counties and educational institutions of Chelam, Grant, Douglas, Kittitas, Klickitat, Okanogan and Yakima further referred to as Central Washington;
  - ii. Shall recruit leaders for, assist in the formation of, and actively foster the development of chapters in Central Washington;
  - iii. Shall arrange quarterly meetings to be attended by the membership of their constituent chapters and interested caucuses;
  - iv. Shall attend as many meetings of their constituent chapters as possible;
  - v. Shall be the primary source of mentorship and training for chapter leaders in Central Washington;
  - vi. Shall keep an accurate electronic list of members of chapters in Central Washington, which shall include contact information;
  - vii. Shall assist the Membership Department with Days of Action in Central Washington; and
  - viii. Shall report to the Vice President of Membership Engagement.
- m. Western Washington Director
- i. Shall serve as leader and coordinator for chapters in Western Washington which for these purposes shall be defined as those chapters that are associated with the counties and educational institutions of Clallam, Grays Harbor, Jefferson, Island, King, Kitsap, Mason, Skagit, Snohomish, Whatcom further referred to as Western Washington;
  - ii. Shall recruit and train leaders for, assist in the formation of, and actively foster the development of chapters in Western Washington;

- iii. Shall be primary source of mentorship and training for chapter leaders in Western Washington;
  - iv. Shall arrange quarterly meetings to be attended by the membership of their constituent chapters and interested caucuses;
  - v. Shall attend as many meetings of their constituent chapters as possible;
  - vi. Shall keep an accurate electronic list of members of chapters in Western Washington, which shall include contact information;
  - vii. Shall assist the Membership Department with Days of Action in Western Washington; and
  - viii. Shall report to the Vice President of Membership Engagement.
- n. Southwestern Washington Director
- i. Shall serve as leader and coordinator for chapters in Southwestern Washington which for these purposes shall be defined as those chapters that are associated with the counties and educational institutions of Clark, Cowlitz, Lewis, Pacific, Pierce, Thurston, Skamania and Wahkiakum further referred to as Southwestern Washington;
  - ii. Shall recruit and train leaders for, assist in the formation of, and actively foster the development of chapters in Southwestern Washington;
  - iii. Shall be primary source of mentorship and training for chapter leaders in Southwestern Washington;
  - iv. Shall arrange quarterly meetings to be attended by the membership of their constituent chapters and interested caucuses;
  - v. Shall attend as many meetings of their constituent chapters as possible;
  - vi. Shall keep an accurate electronic list of members of chapters in Southwestern Washington, which shall include contact information;
  - vii. Shall assist the Membership Department with Days of Action in Southwestern Washington; and
  - viii. Shall report to the Vice President of Membership Engagement.
3. All officers shall perform any additional duties assigned by the President; their supervising Vice President, if applicable; the Executive Board; or the General Board.
  4. A vacancy in the office of the President shall be filled by a vote of the General Board members at the meeting immediately following the announcement of the vacancy. In the interim, the Executive Vice President shall serve as President.
  5. Vacancies in all other offices shall be filled by nomination by the President and the confirmation by the General Board.
  6. At no time shall any office be held by more than one person.
  7. If any office is not filled at the State Convention, the position shall be treated as vacant and filled pursuant to Section 5.

#### **Article IV – Chapters**

1. The Young Democrats of Washington shall be composed of local chapters with commonalities as defined in Article II. Article II will not restrict membership procedures of

individual clubs in the event of institutional requirements. Local organizations shall be the primary organizational structure in the Young Democrats of Washington.

2. Local chapters may apply for a charter with the General Board in accordance with the Constitution and By-Laws. Local chapter charters will expire at the State Convention immediately following regular Congressional elections. A representative from the chartering chapter must be present at the State Convention and provide sufficient documentation as per the requirements of the Vice President of Membership Engagement. Chapters who cannot be present at the convention but wish to maintain their charter may submit a request in writing to the Vice President of Membership Engagement prior to the convention. Charting will occur at the convention following congressional elections.
3. Vacancies in the position of the presiding officer of a local chapter shall be filled by election of the membership of said organization in a timely fashion. Another officer of the chapter may serve as an interim presiding officer in representing the chapter on the state board as per the procedures of the chapter.
4. The presiding officers of any chartered chapter are subject to the removal provisions in Article VI regarding their positions on the General Board.
5. All chartered chapters in good standing on University or Community College campuses are also members of the College Democrats of Washington.
6. Notwithstanding any objection from any officer of the relevant chapter within two weeks a member of their chapter may request to be approved as the new officer by a two-thirds (2/3) majority vote of the entire General Board until such a time that the chapter elects a new chair.
  - a. There shall be a minimum of three distinct modes of contact to the chapter and its officers over the two week period.
    - i. Such modes may include email, social media, phone call, or text.
7. Chapters lacking any significant activity over a sustained period of time may be subject to a two-thirds (2/3) majority vote of the YDWA General Board recommended by the Vice President of Membership to de-charter their chapter.
  - a. Significant activity includes but is not limited to regular meetings, votes of and communication with the YDWA General Board, events, and otherwise vital functions of our chartered chapters.

## **Article V - Organizational Structure**

1. General Board – Powers & Duties
  - a. The principal power and decision-making authority of the organization between State Conventions shall be vested in a General Board of the Young Democrats of Washington.
  - b. The General Board shall set organizational policy as needed, especially in the following areas:
    - i. Oversee and approve all activities of the organization;

- ii. Approve expenditures of the organization, both specific, and discretionary;
    - iii. Approve recommendations for endorsement made by the Endorsement Committee;
    - iv. Approve chartering request by local organizations; and
    - v. Remove officers for just cause.
  - c. In all cases, the General Board shall act in accordance with the decisions and resolutions of the State Convention.
- 2. General Board – Voting Membership
  - a. The voting membership of the General Board shall consist of:
    - i. All officers defined in Article III;
    - ii. The presiding officers or duly-appointed representatives of any properly chartered local organizations;
    - iii. The presiding officers or duly-appointed representatives of any properly chartered caucuses;
    - iv. All Young Democrats of America Pacific Region officers who reside full-time within the State of Washington. These members may not proxy their vote as outlined in section V.2.c. below;
    - v. All members of the Young Democrats of America Executive Committee who reside full-time within the State of Washington. These members may not proxy their vote as outlined in section V.2.c. below; and
    - vi. Any additional individuals nominated by the President subject to the confirmation of the General Board.
  - b. No member of the General Board shall be entitled to cast more than one vote by virtue of multiple offices or positions that are eligible for a vote.
  - c. Proxy votes may be used at meetings of the General Board under the following conditions:
    - i. If the proxy member has a vote pursuant to Section V.2.a.i, the proxy may only be carried by another state officer, and only if the proxy member is not present;
    - ii. If the proxy member has a vote pursuant to Section V.2.a.ii, the proxy may only be carried by a member of the same local organization;
    - iii. General Board members may cast only one proxy vote in addition to their own vote;
    - iv. General Board members casting a proxy vote on behalf of an absent member must have a written and signed statement from the absent member granting permission for them to vote on the absent member's behalf, or the absent member may directly notify the presiding officer;
    - v. All proxy votes are subject to the approval of the General Board; and
    - vi. The Vice Chair of a properly chartered local organization may vote at General Board Meetings in the absence of their chair without holding a proxy from the absent member.
- 3. General Board – Meetings & Other Provisions

- a. The General Board shall meet at the call of the President at least once every quarter. These meetings shall, whenever possible, coincide in time and place with the meetings of the Washington State Democratic Central Committee.
  - b. Failure to convene a General Board meeting at least once every one hundred and twenty (120) days shall be considered an official act of resignation on the part of the President.
    - i. Upon such de facto resignation, the Executive Vice President, either National Committee Representative, or any combination of three Executive Board members shall immediately put out a call to a General Board meeting, convening within the next fourteen days.
  - c. At least fourteen days' notice of a General Board meeting shall be sent to each member and shall include the date, time, and specific location of the meeting, except in cases of emergency as defined by the president and two additional executive board members where 24 hour notice is required.
  - d. A quorum of the General Board shall consist of either 50% of the officers defined in Article III, or one-third (1/3) of the total membership of the General Board.
    - i. Any meeting at which a quorum is not present shall be deemed a meeting of the committee of the whole; and
    - ii. Decisions made by a committee of the whole meeting shall be non-binding and shall not be implemented until approved at the next official Executive Board meeting at which a quorum is present. Decisions made by a committee of the whole must be included in the notice of the next Executive Board meeting.
  - e. Official meetings of the General Board shall not be held on the premises of businesses not open to minors.
  - f. The President is encouraged to distribute meeting calls to all members of the organization via email, list-serves, and websites.
  - g. All meetings of the General Board, Standing Committees, and Caucuses shall be open to any member of the organization in good standing, provided that each body may develop a process for entering into executive session. Any member attending such a meeting shall be entitled to speak only if yielded to by a member of the body or if recognized by the chair.
  - h. If any officer fails to attend or send a proxy to two (2) consecutive General Board or Committee meetings without being excused, such action shall make the office be considered vacant and a new officer will be appointed according to Article III.
  - i. Participation in General Board Meetings Via Teleconferencing
    - i. General Board members may participate in said meeting via teleconference technology; and
    - ii. Teleconferencing members shall count towards quorum and retain any and all voting rights.
4. Executive Board
- a. The Executive Board shall exist as a committee of the General Board, and shall consist of the elected officers defined in Section II.2.a through Section II.2.h, as

well as any additional individuals nominated by the President subject to the confirmation of the Executive Board.

- b. The Executive Board shall meet once every over month at the call of the President, and shall act as the principal administrative body charged with carrying out the decisions of the General Board.
- c. The Executive Board shall be vested with the following powers as well as any additional powers that are granted to it by the General Board:
  - i. The expenditure of funds in accordance with an annual budget that has been prepared by the President and the Vice President of Operations, and approved by the General Board;
  - ii. Provisional approval of the charters of new or existing local organizations, subject to the final approval of the General Board;
  - iii. Coordination and supervision of the activities of all state officers; and
  - iv. All decisions and actions of the Executive Board are subject to the review of the General Board, and may be vetoed by a majority of the General Board.

#### 5. Caucuses

- a. The caucuses of YDWA shall be organized around a specific issue of concern to YDWA membership. Caucuses shall track legislative and political matters relating to their area of concern, organize activities related to these matters, and advise the President and the General Board on all matters relating to their issue.
- b. Caucuses shall be chartered on an annual basis by the State Convention, or equivalent meeting, or by the General Board; once chartered a caucus remains active until the next State Convention, or equivalent meeting, or until the caucus's charter is revoked by the General Board under Section V.5.e below.
  - i. A caucus chartering application must be presented to the Vice President of Government Affairs and the Advocacy Director, and must include the following materials: the names and contact information of no fewer than five active members; the name and contact information of a Chair and Vice Chair, who has been elected by the listed officers; bylaws, and a budget for the upcoming year;
  - ii. All caucus chartering applications will be reviewed by the Department of Government Affairs and are subject to approval by the General Board with a simple majority vote;
  - iii. Caucus chairs will become members of the General Board after completing the chartering process;
  - iv. Caucuses that successfully charter, organize one caucus project, and post four blogs posts shall receive a one hour meeting block during business hours at the next State Convention, or equivalent meeting; and
  - v. Caucuses that are chartered by the time of the State Convention, or equivalent meeting, have one month to submit a new budget for the upcoming fiscal year in order to maintain their status as a chartered caucus.

- c. The chairs of all properly-chartered caucuses shall report to the Advocacy Director. The Advocacy Director shall provide support to caucus chairs.
  - d. Each caucus shall perform at least one caucus project relevant to the caucus's issue area, which shall be approved by the Vice President of Government Affairs. The President and the Vice President of Operations shall determine an appropriate amount of funding for caucus projects, which shall be divided evenly among all caucuses that are chartered at the time the budget is approved. The President and the Vice President of Operations shall make reasonable efforts to provide equal funds to caucuses that charter after the budget is approved, but shall not be required to provide funds if they are not available.
  - e. If, in the opinion of the General Board, a caucus is not making reasonable steps to complete a caucus project and fulfill the other duties defined in Section V.5.a, the General Board may revoke a caucus's charter by majority vote. A charter cannot be revoked within three months of being granted. The President and the Vice President of Legislative Affairs shall take reasonable steps to contact the caucus chair and vice chair prior to any meeting in which a caucus's charter is revoked. A caucus whose charter is revoked may apply to re-charter after the next State Convention, or equivalent meeting.
6. Affiliate Organizations
- a. College Democrats of Washington (CDWA)
    - i. The College Democrats of Washington shall be recognized as an official affiliate organization of the Young Democrats of Washington;
    - ii. During the State Convention, or equivalent meeting, the College Democrats of Washington shall be given a programming slot and an adequately sized room to conduct a meeting;
    - iii. This programming slot cannot be less than one (1) hour and must not conflict with caucuses or major panels at that State Convention, or equivalent meeting;
    - iv. In cases where the YDWA Constitution is in conflict with the CDWA Constitution, the YDWA Constitution shall supersede in all matters pertaining to YDWA business; and
    - v. CDWA shall make a good faith effort to contribute to funding their program slot at the State Convention, or equivalent meeting.

## **Article VI - Removal of Officers**

- 1. Grounds for Removal
  - a. The grounds for removal of an officer shall be misfeasance, malfeasance, or nonfeasance in the performance of their duties. "Nonfeasance" shall include consistent failure to participate in the proceedings of the General Board.
- 2. The process for removal of an officer, either elected or appointed, except in such a case as specified in Section IV.3.a, shall be as follows:

- a. A motion for removal must be made at a regular or special meeting of the Executive board. Charges demanding removal shall be referred to the General Board to ascertain, by majority vote, the validity of the charges and whether or not the charges are proper grounds for removal.
  - b. If the executive board cannot determine by majority vote that the charges are valid and are proper grounds for removal, the charges shall be dropped and stricken from the record.
  - c. Once the executive board has determined the charges before the body to be valid and proper grounds for removal, a detailed statement of the charges shall be mailed to each member of the General Board at least fifteen (15) days prior to the next General Board meeting, which shall be held no more than sixty (60) days following the day charges were first brought before the Board.
  - d. The officer subject to removal must be given the opportunity to respond at or before the meeting at which removal is considered.
  - e. Only General Board members in office before charges were brought before the General Board shall be eligible to vote on the motion for removal. A sixty percent (60%) affirmative vote of the General Board those present and eligible to vote shall be required for removal of an officer.
3. Consistent failure to participate in the proceedings of the General Board will be deemed without a formal motion for removal at a regular or special meeting of the General Board.
- a. Between 12-24 hours after the vote to confirm an appointment has been called, the sponsor of the vote shall make a reasonable attempt to contact the officers who have not yet voted to notify them of their responsibility to do so.
  - b. The Vice President of Membership shall make a reasonable attempt to reach out to any officer who fails to participate in two (2) consecutive votes of the General Board within 48 hours of their posting to notify them of such failure and ask them to vote on the subsequent proceeding.
  - c. The President shall notify the Executive Board about any officer who fails to participate in three (3) consecutive votes and sponsor a vote on the appropriateness of removing that officer.
  - d. If the Executive Board cannot determine by a  $\frac{2}{3}$  rds vote the necessity of their removal, the vote will be tabled until either the next Executive Board meeting if the officer continues to fail to vote, or indefinitely should the officer begin to vote per their duties.
  - e. If the Executive Board finds it necessary to remove the officer, they will do so and begin the appointment procedure to find a replacement for the position.
  - f. In this appointment vote, the Executive Board will notify the General Board of their decision and the General Board shall have the option to approve the new officer or reject the appointment in favor of the last. This will be a two-thirds (2/3) majority vote.
  - g. Should the officer in violation of this policy be a Chair, their presence on the General Board shall not be considered when calculating quorum until they begin to vote again.

## Article VII - Standing Committees

### 1. Endorsement Committee

- a. The Endorsement Committee shall exist as a standing committee of the General Board and shall research candidates, and perform any other tasks necessary to evaluate Democratic candidates for public office.
- b. The last meeting of the Endorsement Committee each year shall occur at the State Convention, or equivalent meeting. The Recommendations made by this iteration of the committee are binding for the subsequent cycle unless changed by a three-fourths (3/4) majority vote of the committee.
- c. In all local primaries, a recommendation for the Endorsements Committee shall require a two-thirds (2/3) majority vote of members present in the committee. A local chapter will be given the opportunity to present its official endorsement recommendation, if one exists, to the Endorsement Committee.
- d. The Endorsements Committee shall prepare a preliminary report of their activities, including endorsement recommendations, and shall present the report to the entire body of the State Convention for review at the State Convention, or equivalent meeting. The report shall include a written summary of why the candidate was recommended based upon all candidate materials submitted, a candidate interview if one has occurred, and any discussions of the Endorsement Committee. Members of the Endorsement Committee in opposition to the recommendations of the Endorsement Committee may write a minority report, to be submitted at least twelve (12) hours prior to the Call to Order for the next session of either the State Convention or General Board to the Endorsement Committee Chair. The Endorsements Committee may recommend endorsements for any election held entirely in the State of Washington. The Endorsements Committee may not recommend the endorsement of any candidate who does not affiliate as a Democrat. Exceptions shall be made for judicial races and the Office of Superintendent of Public Instruction.
- e. The process for voting on candidate endorsements shall be as follows:
  - i. The recommendations of the Endorsement Committee shall be voted on as a slate. Slates shall be delivered to the General Body of the State Convention at the business meeting of State Convention, or equivalent meeting;
  - ii. Any candidate can be removed from the slate at the request of ten (10) credentialed members of the General Body at State Convention, or equivalent meeting;
  - iii. The remaining slate will be voted on by the General Body;
  - iv. Every credentialed member of the General Body at State Convention, or equivalent meeting, in attendance will have one (1) vote;

- v. A simple majority of credentialed members of the General Body at State Convention, or equivalent meeting, present and voting is needed to approve any endorsement; and
- vi. Each candidate removed from the slate will be considered individually. The process will be as follows:
  1. The Endorsement Committee Chair will deliver a full report explaining the recommendation.
  2. If a minority report is written, the writer of the report will deliver the minority report.
  3. Speakers for and against shall alternate speaking. Each speaker will be limited to two (2) minutes. There will be no more than two (2) speakers for and two (2) speakers against any candidate of slate.
  4. After all speeches, a vote of credentialed members of the General Body at State Convention, or equivalent meeting, will be taken. A simple majority of members present and voting will be needed for endorsement.
- f. Motions can be made to endorse candidates not recommended by the Endorsement Committee at the request of ten (10) credentialed members of the General Body at State Convention, or equivalent meeting, for a race that does not have an endorsed candidate. The process outlined in Section VII.1.vi shall apply to remove a candidate from a slate. The General Board shall review the preliminary report as soon as possible after submission and shall consider the recommendations for endorsement contained within that report. The Endorsement Committee shall be empowered to meet at the call of the Chair of the Endorsement Committee after the State Convention, or equivalent meeting, to consider additional endorsements.
- g. Following State Convention, or equivalent meeting, any recommendation by the Endorsement Committee shall be approved by the General Board. A simple majority vote of the General Board shall be sufficient to endorse a candidate after the State Convention, or equivalent meeting. No endorsement after the State Convention, or equivalent meeting, shall be issued on behalf of the organization except based upon the approval of the General Board.
- h. A final report, including all recommendations relating to endorsements by the organization, shall be prepared and submitted to the General Board for review no later than two (2) weeks after the filing deadline each year.
- i. Following the submission of the final report, the Endorsement Committee shall adjourn until the following calendar year.
- j. Any recommendation by the Endorsement Committee shall be approved by the General Board upon a simple majority vote. No endorsement shall be issued on behalf of the organization except upon approval by the General Board.
- k. The General Board shall be empowered to withdraw any endorsement issued upon a 3/4ths majority vote by the General Board.

- I. Upon the issuance of an endorsement voted on at the State Convention, or equivalent meeting, or by the General Board as permitted in this Article VII.1 official notice shall be sent by the President or their designee.
    - m. The Endorsement Committee shall be chaired by the Vice President of Membership Engagement or designee from the General Board, who shall appoint a Vice Chair and a Secretary.
    - n. Voting members of the Endorsement Committee shall be limited to the Chair, the Vice Chair, the Secretary, and a representative from each properly chartered chapter.
    - o. Quorum shall constitute six (6) or more voting members of the Endorsement Committee.
  2. Constitution Committee
    - a. The Constitution Committee shall exist as a standing committee of the General Board and shall conduct a thorough review of the YDWA Constitution and By-Laws, and prepare any proposed changes to be submitted to the general assembly of the State Convention, or equivalent meeting. The committee should consider any proposals to remove unnecessary sections, add new sections relating to areas not currently addressed, improve clarity, and strengthen our organizational structure.
    - b. The Constitution Committee shall meet quarterly to discuss proposed amendments with the last meeting of the Constitution Committee occurring at the State Convention, or equivalent meeting.
    - c. The committee shall prepare a preliminary report of their activities, including recommendations for changes, and shall present the report for consideration at the State Convention, or equivalent meeting.
    - d. The Constitution Committee shall be empowered to meet at the call of the Chair before the State Convention, or equivalent meeting, to consider preliminary amendments.
    - e. The Constitution Committee shall be chaired by the Executive Vice President, or designee from the general board, who shall appoint a Vice Chair and a Secretary.
    - f. Voting members of the Constitution Committee shall be limited to the Chair, the Vice Chair, the Secretary, and a representative from each properly chartered local organization.
    - g. Quorum shall constitute four or more voting members.
3. In all Standing Committees in which the President is otherwise not a member, the President shall be a member ex-officio without vote.
4. In all Standing Committees, the Chair shall appoint committee officers from the membership of the committee who shall be voting members of the committee in addition to any members present from the chapter that the officer is affiliated with. Each committee officer shall be from a different chapter.

## **Article VIII - State Convention**

1. The State Convention of the Young Democrats shall be held annually. In even numbered years it shall be held between February 1 and May 31. In odd numbered years it shall be held between February 1 and the date 60 days prior to the opening session of the YDA Convention. The State Convention shall be the highest authority over all organizational activities, subject to the provisions of this constitution.
2. In the interests of ensuring that each geographical region of the state shall have the opportunity to host a State Convention, the state shall be divided up in 7 different geographical regions.
  - a. The regions are:
    - i. Tri-County: King, Snohomish, Pierce;
    - ii. Northwest: Island, Skagit, San Juan, Whatcom;
    - iii. Southwest: Pacific, Wahkiakum, Lewis, Cowlitz, Skamania, Clark;
    - iv. Peninsula: Thurston, Kitsap, Mason, Grays Harbor, Jefferson, Clallam;
    - v. Central: Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, Klickitat;
    - vi. Southeast: Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin, Adams, Whitman; and
    - vii. Greater Spokane: Spokane, Lincoln, Pend Oreille, Stevens, Ferry.
  - b. Chapters within the same region may submit State Convention bids.
  - c. No region shall host two (2) consecutive State Conventions.
  - d. No chapter shall host a State Convention more than once every three (3) years.
  - e. The recency of a county host shall be strongly considered in the bidding process.
  - f. County chapters can only bid in their territory, college chapters can make a bid within a reasonable distance to their campus.
    - i. If two (2) or more members from different chapters choose to work together to submit a single State Convention bid, such bid may propose a hosting location within an area that does not have a county chapter or nearby college chapter; any chapter subsequently formed in the hosting location will not be affected by paragraph 4 of this Section. This shall take effect after the 2019 Convention.
3. The bidding process for hosting the State Convention shall be open immediately following each State Convention in accordance with the provisions of Section 2.
  - a. The Young Democrats of Washington will make a good faith effort to host State Conventions at union-run businesses. "Good faith effort" as used in this paragraph shall include contacting local regional labor councils for direct assistance.
4. The General Board shall determine the next convention site and Host Committee Chair by October of each year.
5. The official call for the State Convention shall be transmitted to all members of the Young Democrats in good standing and to all Washington State Democratic Central Committee County and Legislative District Chairs no later than sixty (60) days prior to the date of the Convention.
6. A General Board meeting shall be held not less than fourteen (14) days prior to the date of the State Convention.

7. Proxy votes shall not be allowed at the State Convention. Delegates must be present to vote.
8. A simple majority of votes cast shall be required to elect a candidate for office. If no candidate receives a majority, the candidate receiving the least percentage of votes shall be dropped from the ballot, and another vote shall be taken. Balloting shall continue in this manner until a candidate receives a majority.
9. Delegation Voting
  - a. All attendees shall have the right to vote at convention, only those on a chapters membership roster turned in before business shall be considered delegates. Chapter Chairs will be notified of this at least 30 days before the Convention, or equivalent meeting.
  - b. All non-delegate attendees are not eligible to receive more than one vote. The Ballots of delegates and non-delegates should be visually distinctive.
  - c. Ballots will be made available online to vote via Google Form or other similar method, one does not have to be present at convention to vote for Board Positions, but they do have to belong to an official roster either through a local chapter or through YDWA.
  - d. All ballots shall be secret and chapters cannot determine how members use their votes.
  - e. The chair shall turn in ballots to the tally committee to be counted in front of them.
  - f. Their delegate and non-delegate votes shall be recorded separately.
10. The general board shall establish and implement a policy to address financial hardships of individuals intending to attend the State Convention at least thirty (30) days prior to convention.
11. The General Board shall adopt policies and procedures to ensure candidates for YDWA Executive Board limit campaign expenditures.
  - a. Campaign expenditures shall include any material that is used explicitly for the purpose of lobbying, advertising, or persuading YDWA convention delegates to vote for or against any candidate in a YDWA Executive Board position. This includes, but is not limited to: signs, stickers, hotel suites, food, and/or beverages. Hotel suite expenditures shall be assessed by the cost of the suite, minus the sum total of the negotiated hotel rate for each night of convention.
  - b. Each candidate shall self-report to the Membership Committee campaign expenditures including those identified in paragraph 12(a) and other expenditures designated by the General Board, at least the day before the General Meeting at the YDWA convention. Expenditure reports shall be open to voting delegates prior to the general meeting of the convention.
12. This section shall be construed to limit the influence of monetary and in-kind contributions in all YDWA Executive Board officer elections, however it may not be construed to limit the ability of officers to conduct official business on behalf of YDWA or YDA.

## **Article IX - Amendment Procedure**

1. Amendments to this constitution shall be adopted only by a three-fourths (3/4) affirmative vote of the delegates at a State Convention, or equivalent meeting.
2. By-Laws governing this organization, not in conflict with this constitution, may be adopted by a simple majority vote of State Convention, or equivalent meeting, delegates or the General Board.
3. Amendments to this constitution shall become effective immediately after approval during the State Convention, or equivalent meeting.

#### **Article X – Policy**

1. It shall be the policy of this organization to endeavor to uphold all ideals set forth in this constitution and by the Democratic Party.
2. This organization may charter and become a part of the Young Democrats of America and endeavor to carry on the work of that organization in the state of Washington.
  - a. Voting members of the National Committee of the Young Democrats of America shall be the President, and the two National Committee members.
  - b. In the event one of Washington's three voting members of the National Committee of the Young Democrats of America is entitled to receive a vote as the result of holding another office in the national organization, the President shall be entitled to appoint, with General Board confirmation, a permanent designee to the National Committee to ensure the state of Washington receives its maximum possible vote.
3. This organization seeks a cooperative relationship with the Washington State Democratic Central Committee and shall be guided by the actions of the Democratic Party assembled in state or national convention.

#### **Article XI – Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and do not conflict with the Constitution and By-Laws of this organization, the Charter of the Young Democrats of America, and any special rules of order that this organization may adopt.

#### **APPENDIX A - CODE OF CONDUCT**

<https://ydwa.org/conduct/>