

1 **BYLAWS**
2 **of the**
3 **39TH LEGISLATIVE DISTRICT DEMOCRATIC ORGANIZATION**

4 **PREAMBLE**

5 Pursuant to the Charter of the Democratic Party of the United States, the Charter of the
6 Democratic Party of the State of Washington and the Snohomish County Democratic Central
7 Committee By-Laws, we do hereby organize ourselves as a body politic with all the rights and
8 privileges granted under these documents and adopt the following By-Laws.

9 **ARTICLE 1: NAME**

10 The name of this organization shall be: Thirty Ninth Legislative District Democratic
11 Organization, here-in-after called 39th.

12 **ARTICLE II: PURPOSE**

13 It shall be the purpose of this organization to provide a means of citizen participation in
14 democratic government for the development of leadership, maintenance of strong Party
15 responsibility, promotion of harmony and advancement of democratic ideas in conformance
16 with State and National platforms to support the duly nominated Democratic candidates.

17 **ARTICLE III: POWERS**

18 The 39th shall have the powers stated here-in and not specifically denied to it by the By-Laws
19 of the Snohomish (Skagit, Whatcom or King) County Democratic Central Committee.

20 **ARTICLE IV: MEMBERSHIP**

21 **SECTION 1:** All duly elected Democratic Precinct Officers of precincts within the boundaries of
22 the 39th Legislative District shall be Regular members of the 39th.

23 **SECTION 2:** All duly appointed Democratic Precinct Officers of precincts within the boundaries
24 of the 39th Legislative District shall be Regular members of the 39th. All appointments shall
25 be by the Chair of the Snohomish (Skagit, Whatcom, or King) County Central Committee as per
26 RCW 29.42.050.

27 **SECTION 3:** The 39th Chair shall submit names to the Executive Board of all applicants
28 seeking appointment as Precinct Committee Officer in the 39th. The Chair shall extend an
29 invitation to each applicant to present her/his case for becoming a Precinct Committee Officer
30 at the next scheduled Board meeting. Upon approval of a simple majority of those Board
31 members present and voting, the 39th District Chair will recommend appointment to the
32 Snohomish (Skagit, Whatcom, or King) County Chair.

33 **SECTION 4:** Any Democrat living within the boundaries of the 39th Legislative District and not
34 an elected or appointed Precinct Officer may be an associate member with the payment of the
35 self-assessment dues, with all of the rights and privileges of a regular member except that only

36 elected PCOs may vote for officers in the reorganization meeting, in accordance with R.C.W.
37 29.42.050.

38 **SECTION 5:** .The Executive Board, with the approval of the 39th, may create Honorary
39 Memberships of the 39th by a majority vote. Such members cannot vote or participate in
40 official 39th business and cannot live within the boundaries of the 39th.

41 **SECTION 6:** Dues may be assessed of the regular and associate members by a majority vote
42 of members present and voting at any regular meeting, provided that written notice of possible
43 dues assessments is mailed transmitted) to all regular and associate members, postmarked (?
44) at least ten (10) days prior to the date of the meeting. Any regular member who
45 cannot afford the entire self assessment fee may petition the chair and treasurer for relief or
46 and adjustment of that fee.

47 **ARTICLE V: OFFICERS AND ELECTIONS**

48 **SECTION 1:** .The elected officers of the 39th shall be: 39th Chair, 39th 1st Vice Chair (opposite
49 sex from Chair), 2nd Vice Chair (same sex as Chair), 39th Secretary, 39th Treasurer, two
50 Representatives to Wash. St. Central Com. (one F. and one M), two (1) Representatives to the
51 Sno. County Demo. Central Com. (and 1 Representative to Skagit Co. CC.)(one @ to King and
52 Whatcom?) (one F and One M). The 39th Chair shall appoint a Sergeant-at-Arms.

53 **SECTION 2:** Any Democrat who is a resident of the 39th legislative District and who is also a
54 regular or associate member (as defined in Article IV: Section 4.) may be elected to any office.

55 **SECTION 3:**

56 A. Officers will be elected at the 39th reorganization meeting held after certification of
57 the elected Precinct Officers following each statewide General Election in even
58 numbered years This meeting to be held prior to the Meetings of (Snohomish,
59 Skagit, Whatcom, & King)County Democratic Central Committee (s) reorganization
60 meeting.

61 B. Nominations shall be made at the last regular membership meeting held prior to the
62 reorganization meeting If there is no nomination from the floor for a position, a
63 nominating committee shall be elected at the meeting to submit nominations for
64 such positions at the reorganization meeting. Nominations may be made from the
65 floor at the reorganization meeting. Written consent shall be required of the
66 nominee not at the election before such nomination may be accepted.

67 C. Only elected Precinct Committee Officers or their proxies (any Democrat living in the
68 respective Officer's Precinct) may vote for officers. Proxies must be written, signed
69 and are non transferable. Proxies must be registered and recorded with the 39th
70 secretary prior to the election.

71 D. Voting shall be by secret ballot in the following order: Chair, 1st V Chair, 2nd V.
72 Chair, Secretary, Treasurer, State Representatives, County Representatives.

73 E. Elections shall be by majority vote Lacking a majority, the candidate with the least
74 votes shall be dropped and votes cast again with the remaining candidates. The
75 same procedure shall apply on succeeding ballots

76 **SECTION 4:** Officers shall serve until their successors are elected or appointed

77 **SECTION 5: VACANCIES**

78 A. A vacancy in the office of the 39th Chair shall be automatically filled by the First Vice
79 Chair. The Second Vice Chair shall automatically fill the vacancy created by the
80 succession of the First Vice Chair. The Second Vice Chair will be filled by election of a
81 person of the same gender as the Chair. If only the office of the First Vice Chair
82 becomes vacant, without succession, then a new First Vice Chair of the opposite
83 gender of the Chair will be elected. If only the Second Vice Chair becomes vacant a
84 person of the same gender as the Chair will be elected. The election(s) will be held
85 at the next regular meeting of the 39th.. Notification of the election will be the same
86 as that required for other offices as indicated in Article V, section 5-B.

87 B. A vacancy in the office of the 1st Vice Chair, 39th 2nd Vice Chair, 39th Secretary,
88 39th Treasurer or 39th Representatives to Wash. St. Democratic Central Com. or the
89 Snohomish (or Skagit) Co. Democratic Cent. Com. Exec. Board shall be filled by
90 election at the next regular 39th meeting. Written notice of any election must be
91 mailed (sent/transmitted) to every Regular and Associate member as defined in
92 Article IV, Sections 1 and 2 and postmarked at least ten (10) days prior to the
93 meeting. The 39th Chair shall see that notice of any election is mailed .(sent
94 /accomplished)

95 C. The 39th Chair may appoint a secretary or Treasurer pro-tern to serve until the
96 election can be held.

97 **SECTION 6: The 39th Chair shall:**

98 A. Preside at all 39th meetings and 39th Executive Board. meetings

99 B. Coordinate the activities of this organization.

100 C. Serve as an ex-officio member of all Committees except nominating committee.

101 D. Prepare an annual Budget to be presented at March (the 2nd) gen. meeting

102 **SECTION 7: The 39th 1st Vice Chair shall:**

103 A. Preside at all meetings in the absence of the Chair

104 B. Perform all other duties assigned by the 39th Chair

105 **SECTION 8: The 39th 2nd Vice Chair shall:**

106 A. Preside at all meetings in the absence of the Chair and the 1st Vice Chair

107 B. Perform all other Duties assigned by the 39th Chair.

108 **SECTION 9: The 39th Secretary shall:**

109 A. Record and file minutes of all 39th regular and Executive Board Meetings. B. Provide
110 a roll call or sign-in sheet of all members present and provide a copy to the chair

- 111 and to the treasurer.
- 112 C. File a copy of all minutes and formal reports of the 39th officers and provide the
113 Executive Board members with a copy of minutes of the previous regular meeting at
114 the next Executive Board meeting.
- 115 D. Be responsible for public relations through notification of the news media of 39th
116 District Activities.
- 117 E. Be a member of the Newsletter committee.

118 **SECTION 10: The 39th Treasurer shall:**

- 119 A. Receive and disburse all funds of the 39th. B. Keep an accurate account of all
120 receipts and disbursements. C. Submit to the Executive Board all financial records
121 for audit once every calendar year.
- 122 D. At her/his discretion, establish a petty cash fund not to exceed \$25.00. All
123 disbursements must be paid by check except for petty cash items.
- 124 E. See that all checks are signed by the 39th Treasurer and (one of the following) the
125 39th Chair the 1st Vice Chair or the 2nd Vice Chair. ()
- 126 F. Serve as ex-officio member of the Finance Committee.
- 127 G. Promptly and accurately file all forms with the Washington Public Disclosure
128 Commission as required by law.
- 129 H. Disburse or expend funds only to Candidates that have been endorsed by the
130 membership and only after the approval of the Executive Board.
- 131 I. Disburse or expend no funds for a (an endorsed) candidate or her/his campaign
132 without the approval of the membership. Such approval shall be given at a regularly
133 called meeting and by a majority of members present and voting
- 134 J. Make available all appropriate financial records for audit review for fiscal year running
135 from January 1 through December 31 as determined by the Executive Board
- 136 K. Obtain prior approval of the Board for all expenditures above the \$25.00 petty cash
137 fund.

138 **SECTION 11:** The 39th Representatives to the Executive Board of the Snohomish County (and
139 the Skagit Co &?).Democratic Central Com. shall, in conjunction with the 39th Chair, represent
140 the 39th on the Executive Board of the Sno. Co. Democratic Central Com.

141 **SECTION 12:** The 39th Sergeant-at-Arms, who is appointed by the Chair, shall keep order at
142 all 39th meetings, serve as Parliamentarian and chair the Credentials Committee

143 **SECTION 13:** The Executive Board shall have the authority to act in the best interests of the
144 organization on an interim basis between regular meetings, including the disbursement of
145 funds.

146 **ARTICLE VI: COMMITTEES**

147 **SECTION 1:** The Standing Committees of the 39th shall be: Credentials, Finance Hospitality,
148 Organization, Program, Public Relations, By-Laws (and newsletter).

149 **SECTION 2:** Committee members shall be appointed by the committee chair from membership
150 volunteers. The elected officers shall have the power to establish the maximum or minimum
151 number on a committee.

152 **SECTION 3:** The 39th Chair shall appoint the Standing Committee Chairs subject to
153 confirmation by the 39th Executive Board.

154 **SECTION 4:** The Executive Board shall have the power to remove any committee chair.

155 **SECTION 5:** Committees shall have the duties stated herein and those assigned to them by
156 the Chair.

157 **SECTION 6:** The Credentials Committee shall verify the eligibility of any contested seating or
158 voting at any meeting or caucus of the 39th. It shall supervise registration at the 39th caucus
159 for election of delegates to Congressional District and County Democratic Conventions.

160 **SECTION 7:** The Finance Committee Shall be in charge of raising funds for the 39th. It shall
161 assist the 39th Chair in drawing up an annual budget. At least one member shall serve on the
162 Auditing Committee.

163 **SECTION 8:** The Hospitality Committee shall be responsible for refreshments social
164 arrangements at the 39th meetings and activities, (and sending cards or what ever is
165 appropriate to the occasion to members)

166 **SECTION 9:** The Organization Committee shall obtain and recommend to the 39th Chair the
167 names of candidates for appointment to vacant Precinct Officer positions. It shall assist Precinct
168 Officers to set up Precinct Committees as per State Charter of the Democratic Party, Article IV-
169 C. It shall perform other organizational duties as requested by the 39th Chair or 39th Executive
170 Board.

171 **SECTION 10:** The Program Committee shall coordinate and recommend programs for 39th
172 District activities. It shall also be responsible for monitoring legislation and legislators from all
173 levels of government and establishing a Speakers Bureau in concert with Public Relations
174 activities

175 **SECTION 11:** The newsletter committee shall be responsible for producing a newsletter to be
176 sent to all members and subscribers.

177 **SECTION 12:** Special committees may be created by the 39th Chair who shall define their
178 duties.

179 **ARTICLE VII. EXECUTIVE BOARD**

180 **SECTION 1:** The Executive Board shall be composed of the 39th Chair, 39th 1st Vice Chair,
181 39th 2nd Vice Chair, 39th Secretary, 39th Treasurer, Representatives to the Wash. St. Demo.
182 Cent. Com., 39th Representatives to the Sno. (and Skagit and King & Whatcom) Co.s Cent.
183 Com. Exec. Brd. and all chairs of Standing Committees.

- 184 **SECTION 2:** The Executive Board shall (meet monthly to:)
- 185 A. Formulate, and recommend Policies and activities to 39th membership.
- 186 B. Approve payment of debts prior to disbursement.
- 187 C. Report its actions to the membership at the next 39th meeting.
- 188 D. Have general management of the 39th between meetings.

189 **SECTION 3:** The Executive Board shall meet at least five (5) days prior to every regular 39th
190 meeting and at other times as called by the 39th Chair.

191 **SECTION 4:** All members of the Executive Board must receive at least three (3) days notice of
192 all Executive Board meetings.

193 **SECTION 5:** Five (5)(including appointed committee chairs) members of the Executive
194 Board, including at least two (2) elected officers, shall constitute a quorum of the Executive
195 Board.

196 **SECTION 6:** The Executive Board shall have the authority to remove any committee chair by
197 majority vote of the Board members present.

198 **ARTICLE VIII: MEETINGS**

199 **SECTION 1:** Regular meetings shall be monthly,(not less than quarterly) starting in January.
200 (The time and place may be decided by the executive board.)

201 **SECTION 2:** The Donkey Whistle, the organization's news letter, shall publish notice of the
202 date and location of meetings and may publish notice not less than ten (10) days prior to the
203 meetings but not more than sixty (60) days Publication shall constitute written notice for
204 regular scheduled meetings. Notice of change in location or date for meetings must be sent to
205 all members postmarked not less than ten (10) days prior to or personal notification not less
206 than five (5) days prior to the meeting. (The Donkey Whistle shall be published monthly.)

207 **SECTION 3:** Special meetings may be called by the 39th Chair or by a petition signed by at
208 least fifteen (15)< 7) Certified Precinct Officers who have been members of the 39th. The
209 petition must state the date, time, location and purpose of the Special Meeting and it must be
210 given to the 39th Chair at least fifteen (15) days prior to the date of the meeting.

211 **SECTION 4:** The 39th Chair shall see that written notification of all Special Meetings is mailed
212 to all Regular members as defined in Article 4, Sections 1 and 2 and that it is postmarked at
213 least ten (10) days prior to the date of the meeting. All notifications of special meetings must
214 include the purpose of the meetings.

215 **SECTION 6:** A quorum shall consist of 25%(15%) of Regular and Associate members as
216 defined in ART. 4, Sections 1 and 2. ft shall include at least two elected members. (OFFICERS
217 / PCOs)

218 **ARTICLE X: AUTHORITY**

219 The 39th shall act in accordance with the following and accord them in this order;

220 A. The laws of the Nation, State, County and City

221 B. The By-Laws of the Snohomish (and Skagit)Co. Democratic Central Committee

222 C. The By-Laws of the 39th

223 **ARTICLE XI: RULES OF ORDER**

224 **SECTION 1:** "Robert's Rules of Order, Newly Revised," shall be the Parliamentary Authority for
225 all matters of procedure not specifically covered by these By-Laws or as covered by statute.

226 **SECTION 2:** Resolutions require a simple majority of those present and voting for adoption.

227 **ARTICLE XII: AMENDMENTS**

228 **SECTION 1:** These By-Laws may be amended by a 2/3 vote of those present and voting at any
229 regular 39tfa meeting provided that the proposed amendment is submitted by written notice to
230 all Precinct Officers at least ten (10) days prior to the date of the meeting. Such amendments
231 will take effect immediately.

232 **SECTION 2:** These By-Laws shall continue until amended. As Amended 8/18/94 and amended
233 again 8/20/95