

**Western Wilco Democratic Club,
Est. 2014, Williamson County, Texas**

BYLAWS

Article 1: Purposes

The purposes of the Western Wilco Democratic Club (WWDC) are to provide opportunities for strengthening bonds among area Democrats, to promote democratic principles and ideals, to endorse participation in the electoral process, to enhance participation with the Wilco Democrats and to build a grassroots movement to support and elect Democratic candidates.

While the WWDC is a club, we will be a club of action with the intent to turn western Williamson County "blue." All members will be expected to participate in activism to reach our annual goals.

Article 2: Club Membership

Voting membership is limited to people who support the Purposes of the WWDC (Article 1 above), and reside in the following Williamson County Precincts: 146, 147, 151, 152, 162, 185, 186, 189, 197, 218, 274, 275, 283, 287, 204, 201, 254, 278, 277, 266, 216, 273, 253, 259, 264, 330, 331, 140, 160, 190 and 198.

Non-voting membership is available to any person who supports the Purposes of the WWDC (Article 1 above) but does not reside in the voting membership precincts. Non-voting members are not eligible to hold office but may serve on committees.

Membership is achieved and maintained through payment of annual dues. Annual dues are payable at inception of membership and by Jan. 1 of each following year. All dues expire Dec. 31, regardless of when you joined.

Individuals under the age of 18 years are eligible to join as non-voting members. They may join for free and may purchase a T-shirt for \$10.

Article 3: Club Governance

A Board shall govern the activities of the Club. Any member in good standing may be a candidate for any Board position.

Executive Board

1. Members of the Board shall include five Officers and four Regional Sub-Group Chair positions.
2. The Board Officers are designated: Chair, Vice Chair, Third Chair, Secretary, and Treasurer. Along with the four chairs from the sub-groups: Austin Wilco Democratic Chair, Leander Democratic Chair, Cedar Park Democratic Chair, and Brushy Creek Democratic Chair.

3. Board members have the power of vote, one vote per member regardless of the number of positions simultaneously held on the Board. In the event of a tie, the Chair will act as the tiebreaker (even though they already have cast their vote).
4. Western Wilco Democratic Committee chairs also will attend executive meetings when asked to do so so that they may report and plan, but will not be voting members of the Executive Committee.

Article 4: Standing Committees, Chairs

The Standing Committee Chairs will lead designated Committees: Phone Bank, Block Walk, Voter Registration, Membership, Communications, Events, and Community Volunteer.

Article 5: Elections and Succession

The procedures for nominating and electing Officers and Standing Committee Chairs shall be listed.

The general membership shall elect the Officers and Standing Committee Chairs by vote.

1. The general membership will convene every two years, in January of odd-numbered years to elect its Officers and Standing Committee Chairs.
2. The Officers and Standing Committee Chairs will serve two-year terms.
3. Election to office shall be established by simple majority of votes cast.
4. The Executive Board Chair shall appoint a Nominating Committee by October of each even-numbered year.
5. The Nominating Committee will present a Slate of Candidates to serve as Officers and Standing Committee Chairs to the Board at the November meeting.
6. Anyone wishing to run for office who is not on the Slate presented to the board at the November meeting needs to file with the WWDC Secretary by Dec. 31 of the even-numbered year immediately preceding the election in January.
 - Candidates for office will be listed on the WWDC website
 - Each candidate for contested offices will give a speech no longer than three minutes before the vote during the January meeting.
7. Officers and Standing Committee Chairs will be elected at the general membership meeting in January.
8. After the election the newly elected Officers and Standing Committee Chairs will take office on Feb. 1 of the election year.
9. Regional Sub-Group Committee Executive Board Members will file for those offices with the Secretary of the Regional Sub-Group. Those elections will take place at their January meeting. An individual can serve on both the WWDC and their Regional Sub-Group Executive Board.

Chair Succession

1. If the Chair leaves office, the Vice Chair shall assume the duties and title of chair. Followed by the Third Chair if necessary.
2. If neither the Vice Chair nor the Third Chair is able to assume the duties of the chair, the Board, by majority vote, may appoint a chair, from among the nine members of the Board, to serve the remainder of the term.

Regional Sub-Groups will function in the same manner.

Vacancy on the Board

In the event that a vacancy arises on the Board (except for the office of the Chair) or in one of the committee chairs, the position shall be filled by the Vice Chair of the committee or Regional Sub-Group. In the event that there is no obvious successor, a club member will be appointed by the Board, to serve the remainder of the term.

Regional Sub-Groups will function in the same manner.

Removal of Officers, Standing Committee Chairs, and others from the Board

Any Officer or Standing Committee Chair or otherwise may be removed by the following actions:

- A. Calling for the removal of an officer:
 - A majority of the executive board can call for the removal of an officer.
 - 50 percent of members in good standing can sign a petition and call for the removal of an officer.
- B. At least 2/3 of the voting members present at an appropriately called Board Meeting must vote to approve the removal.

Regional Sub-Groups will function in the same manner.

Article 6: Duties of the Board, Officers and the Standing Committee Chairs

A list of duties shall be assigned to the Board, officers and the Standing Committee Chairs.

Section A. Duties of the Board

The Board shall:

1. Plan, review and approve the yearly budget. The treasurer should receive budget requests from the committee chairs and Regional Sub -Group Chairs for consideration.
2. Propose the **Strategic Plan (Annual Goals)** to the General Membership for its approval. This will take place at the February meetings.
3. Familiarize the Club with the adopted Strategic Plan (Annual Goals) and act in ways that improve compliance with the Plan.

3. Review and approve Standing Committee actions and requests for action when the committee or a majority of the Board deems such approval necessary.
4. Review and approve any change in membership dues subject to approval by the General Membership.
5. Approve financial reports of the Treasurer.
6. Authorize spending and encumbrance of debt.
7. Authorize expenditures not otherwise authorized in the budget for the year. (A majority of the board members in attendance must agree to authorize such expenditures.)
8. Accept the responsibility for recruiting qualified candidates for Club Offices, committees, Regional Sub-Group Chairs and for the Board.
9. Recruit Precinct Chair candidates for precincts within WWDC, and present the candidates to the Wilco Democrats for consideration.
10. Accept the responsibility for assisting with the recruitment of Democratic candidates for public offices at every level of governance.
10. (May at the board's discretion) support candidates for office by endorsing and promoting them to the Club members. Endorsements will be voted on by all members in good standing.
11. Perform such other duties and exercise such other powers as are necessary for the management of the Club.

Section B. Duties of the Officers

The Chair shall:

1. Preside and set the agenda at Board meetings and meetings of the membership.
2. Serve as the contact person to the State and County Democratic Party offices.
3. With the help of the Board, develop/update the Strategic Plan for the year.
4. Present, at the beginning of each club year with the help of the Treasurer, a one-year budget consistent with the Plan, for approval by the Board.
5. Provide, at the end of the club year (January Meeting), a summary report to the general membership on the achievements and status of WWDC.

The Vice-Chair shall:

Perform the duties of the Chair when he/she is absent and such other duties as are assigned by the Chair.

The Third Chair Shall:

Perform the duties of the Chair when he/she and the Vice Chair are absent and such other duties as are assigned by the Chair.

The Secretary shall:

1. Keep accurate minutes of WWDC, and Executive Board meetings and other meetings as directed by the Board.
2. Submit the minutes to Board members for their approval at their next regular meeting.
3. Provide copies of minutes of WWDC, and Executive Board meetings to WWDC members who request them.
4. Keep accurate minutes of official actions taken by the General Membership at Club meetings (e.g., elections).
5. Submit the reports of these actions for inclusion with the Board minutes at the Board's next called meeting.
6. Prepare and send such correspondence as the Club or Chair may direct.
7. Collect applications for candidates for office that were not presented on the nominating committee's slate.

The Treasurer shall:

1. Keep all financial records.
2. Maintain Club bank account. Two (2) signatures, Chair and Treasurer, are required for any amount over \$100.
3. Report all receipts and disbursements and current balance at each meeting of the Board.
4. Maintain records of members in good standing.
5. Pay authorized expenses of the Board as directed.
6. Assist the Chair in the preparation of the annual budget.
7. Make all reservations for room rental as requested by committees, groups or others when approved by the Board.

Chairs of Regional Sub-Groups shall:

1. Preside and set the agenda at Regional Sub-Group meetings (in coordination with the WWDC Chair and other WWDC Regional Sub-Groups). Many times the Regional Sub-Groups will have similar agendas.
2. Serve as the contact person to the WWDC.
3. Serve as a board member to the WWDC.
4. With the help of the other Sub-Group Committee chairs and officers, conduct the monthly Regional Sub-Committee meetings and activist tasks.

5. Provide, at the end of the year (January meeting), a summary report to the general membership (Both at the WWDC and Regional Sub-Group meetings) on the achievements and status of Regional Sub-Group.

Section C. Duties of the Standing Committee Chairs

Committee Chairs will:

Serve as the leader of their committee, the **other** Regional Sub-Group Committee chairs will serve under them as part of their committee.

Membership Chair will:

Organize and lead a Membership Committee to accomplish the following functions:

1. Identify, recruit, add and retain local Democrats and other like-minded individuals to the Club.
2. Maintain lists of current Club members, local Democrats, and other like-minded individuals who have shown interest in the Club.
3. Maintain email addresses and such other information that enhance opportunities for expanding the visibility and influence of the Democrats in general and the Club in particular.
4. Organize appropriate methods for keeping lists current.
5. Welcome those who attend meetings and events and provide appropriate informational materials.
6. Ensure that greeters and materials are in place to welcome newcomers to the club at appropriate outreach activities and events.
7. Engage the WWDC in activities that enhance the opportunities for recruiting members.

Events Chair will:

Organize and lead Events Committee to accomplish the following functions:

1. Arrange appropriate social events for Club members, e.g. holiday parties, happy-hour gatherings, parades and other activities.
2. Coordinate with the WWDC Treasurer to reserve appropriate space, plan for revenues and expenses.
3. When food or refreshments are required, ensure that they are provided.
4. Maintain a Hospitality Sub-Committee responsible for ensuring that the meeting places are properly arranged for the Club and/or speaker.
5. Acquire speakers and arrange other appropriate programs for regular membership meetings.
6. Communicate with speakers and manage details necessary for the events, and provide the Board with contact information for the speaker.
7. Submit event plans to the Board for approval or modification.
8. Team with the Communications Committee Chair to produce publicity for the event.

9. Regularly report to the WWDC all plans for future events.
10. Prepare an event log of successful elements for future use.

Communications Chair will:

(In collaboration with the WWDC Chair)

Organize and lead a Communications Committee to accomplish the following functions:

1. Disseminate information through the following means: telephone, e-mail, Club website, social media, monthly newsletter, and public press.
2. Communicate Club news and program details, announcements, campaign ads and other information as deemed appropriate and helpful to the successful implementation of the Strategic Plan.

Phone Bank Chair will:

(In collaboration with the WWDC Chair, the Regional Sub-Group Chairs and Regional Sub-Group Phone Bank Chairs)

Plan, organize and implement the monthly phone banks that will take place at the Regional Sub-Group Meetings, and any other necessary phone banks that will take place more regularly during elections.

1. Prepare phone lists, and scripts for the monthly phone banks, and all other necessary phone banks.
2. Establish the goals of the phone banks to reach our annual WWDC goals.
 - **Some phone banks will involve recruitment, others might be surveys, and some may be to promote candidates and upcoming events. This will be determined by the Phone Bank Chair and the WWDC Chair to meet our WWDC annual goals.**
3. With the support of the Regional Sub-Group Phone Bank Chairs, the Phone Bank Chair will be responsible for ensuring that all data from the phone banks is entered. The Chair is encouraged to establish a sub-committee (in collaboration with the Block Walk Chair and the Regional Sub-Groups) to enter such data.

Block Walk Chair will:

(In collaboration with the WWDC Chair, the Regional Sub-Group Chairs, and Regional Sub-Group Block Walk Committee Chairs)

Plan, organize and implement the monthly Block Walks, and all other necessary Block Walks, which will be more frequent during elections.

1. Prepare walk lists, and scripts for the monthly Block Walks, and all other necessary Block Walks.
2. Establish the goals of the Block Walks to reach our annual WWDC goals.
 - **Some Block Walks will be recruitment, others might be for voter registration (these should be collaborated with the Voter Registration Chair), and some may be to promote candidates and upcoming events. This will be determined by the Block Walk Chair, and the WWDC Chair to meet our WWDC annual goals.**

3. With the support of the Regional Sub-Group Block Walk Chairs, the WWDC Block Walk Chair will be responsible for ensuring that all the data from the Block Walks is entered. The Chair is encouraged to establish a sub-committee (in collaboration with the Phone Bank Chair and the Regional Sub-Groups) to enter such data.

Voter Registration Chairs will:

(In collaboration with the WWDC Chair, the Regional Sub-Group Chairs and Regional Sub-Group Voter Registration Chairs)

Plan, organize and implement a strategy to reach our Voter Registration goals for the year.

1. Coordinate having voter registration tables and booths at community events and ensuring that those events are staffed.
2. Work with the Regional Sub-Group Voter Registration Chairs to ensure that we reach our WWDC registration goals each year.
3. Work with the Block Walk Chair to set up door-to-door voter registration block walks as deemed necessary to reach our goals.
4. Help enlist people to become Voter Registrars.

Community Volunteer Chair will:

Organize a Quarterly volunteer event for members of the WWDC. We will participate in causes in the community to help our local community be a better place to live for all.

Article 7: Regional Sub-Groups

WWDC will consist of four Regional Sub-Groups: Austin Wilco Democrats, Cedar Park Democrats, Brushy Creek Democrats, and Leander Democrats.

The Regional Sub-Groups will be grouped by their precincts:

Austin Wilco Democrats: 146, 147, 151, 152, 162, 185, 186, 189, 197, 218, 274, and 275.

Cedar Park Democrats: 201, 204, 216, 254, 266, 273, 277, 278, 283, 287.

Leander Democrats: 253, 259, 264, 330, and 331.

Brushy Creek Democrats: 140, 160, 190, and 198.

1. The Regional Sub-Groups will elect officers, host monthly meetings, and collaborate with the WWDC to accomplish the WWDC annual goals for their Regional Sub-Groups. Anyone who joins the WWDC will also become a member of their assigned Regional Sub-Groups (based on the precinct in which they live).
2. Each Regional Sub-Group shall elect a board to govern the activities of the Regional Sub-Group. Any member in good standing may be a candidate for any Board position.
 1. Members of the Board shall include three Officers. WWDC Board members may also fill Regional Sub-Group Officer roles.

2. The Board Officers are designated: Chair, Vice Chair, and Secretary.
3. Board members have the power of vote, one vote per member regardless of the number of positions simultaneously held on the Board. In the event of a tie, the Chair will act as the tiebreaker (even though they already have cast their vote).
4. Regional Sub-Group Committee chairs also will attend Sub-Group meetings to report and plan, but will not be voting members of the Executive Committee.
5. Each Regional Sub-Group will elect a committee chair in the following committees: Phone Bank, Block Walk, Voter Registration, Communications, Events, Volunteer, and Membership. These chairs will work under the WWDC Committee Chairs as part of their committee to implement the annual goals of the WWDC.

3. May (at the board's discretion) support candidates for office by endorsing and promoting them to the Club members. All members in good standing will vote in endorsement elections.

4. Regional Sub-Groups will meet briefly once a month and then members will host a phone bank with their remaining time.

Article 8: Expectations of Members of the WWDC

1. Members are expected to pay their dues on time.
2. Members are expected when possible to attend the monthly meeting of the WWDC, attend their Regional Sub-Group meeting, the monthly block walk, and community volunteer activity, as well as other events, and they are encouraged to participate in Wilco Democratic events and meetings.
3. Members are encouraged to join any of the Committees.
4. Members are expected to vote in elections for the officers of the WWDC and the Regional Sub-Groups.
5. Members are expected to vote in endorsement elections, if the club decides to endorse candidates in non-partisan elections and Democratic primaries.

Article 9: Meetings, special meetings, quorums, minutes, and record-keeping

The procedures for setting general, special and Board meeting dates for the Club calendar shall be listed. Quorums shall be defined. Attendance eligibility and access to Board minutes shall be defined.

1. General membership meetings will be held on a regular basis on the FIRST Wednesday of every month. They will take place from 6:30 p.m. to 7:30 p.m. and will have a social event to follow.
2. Regional Sub-Group Meetings will be held on the THIRD Wednesday of every month.
4. Executive meetings, and committee meetings will be held when called by their respective chair on the SECOND/FOURTH Wednesdays of the month.
5. The Board may call special meetings of the general membership.

6. A quorum for conducting business of a regular or special meeting of the general membership shall be those members present.
7. Members must be notified of special meetings at least 24 hours in advance.
8. All WWDC general meetings, Regional Sub-Group meetings, will be open to the public, unless certain conditions exist (e.g. lack of space to accommodate non-members). Committee meetings and Executive Board meetings may be held in private.
9. Board meetings shall be held when necessary as determined by the Chair.
10. A quorum for conducting Executive Board business at a regular or special meeting of the Board shall be three Executive Board Members.
11. Minutes of Executive Board meetings are available to all members.
12. Agendas when available, will be emailed out to members before the meeting.

Article 10: Meeting Outlines

1. Monthly meetings of the WWDC will begin at 6:30 p.m.

The meeting will consist of a report from the Board chair, reports from the Regional Sub-Group Chairs, a Treasurer's report, and Committee reports.

We will at times have guest speaker(s) and/or presentations, and conduct votes when necessary.

Meetings will last about 1 hour and will be followed by a happy-hour type social event.

2. Monthly Regional Sub-Group meetings will begin at 6:30 and end at 8:30.

They will consist of a Regional Sub-Group Chair report and Committee reports.

We will at times have guest speaker(s), and conduct votes when necessary.

The goal will be to conduct business within the first 30 minutes of meeting.

The remaining time will be a monthly phone bank to meet the goals of the WWDC.

3. Committee meetings and executive meetings will be called when necessary and will function as needed to accomplish the task at hand.

Article 11: Amendments

The procedures to amend these Bylaws shall be listed.

Procedure for proposing an amendment:

- A majority of the executive board can call for consideration of an amendment.
- 50 percent of members in good standing can sign a petition and call for consideration of an amendment.

1. These Bylaws may be amended at any officially called General Membership meeting by a two-thirds vote of the Voting Members present.
2. Members should submit proposed amendments to the Board, whereupon, the Board will designate a meeting for the discussion on the proposals.
3. Proposed amendment(s) to these Bylaws must be printed verbatim in the notice to the voting members for the General Membership meeting and be sent via email at least three weeks prior to the meeting.
4. Proposed amendments shall be passed or rejected verbatim.

Article 12: Implementation of changes to Club Bylaws

All changes to the Club bylaws will take effect at the close of the General Membership meeting in which they are approved and will be implemented as soon as possible, but no later than the next monthly meeting.

Article 13: Dues

Procedures for changing annual dues shall be listed.

1. Any change in annual dues shall be recommended to the General Membership by the Board.
2. The Board will bring any request for change in the annual dues to the General Membership at a regular monthly meeting.
3. Approval will require a majority vote of members in good standing in attendance at the meeting.
4. Annual dues are \$25 for general members, and \$50 for Executive Board Members of the WWDC. You must be in good standing to vote or run for office.
5. Dues will include a WWDC T-Shirt that all will be encouraged to wear at public events.

APPROVED:

These Bylaws and all Amendments were approved at the general membership meeting on _____

Attest:

Chair _____

Secretary _____

*Much of these bylaws were taken and amended from the Sun City Democrats Bylaws.