

## **Constitution of the Virginia Young Democrats**

**Preamble:** We, the members of the Virginia Young Democrats, in order to further the ideals and principles of the Democratic Party, improve our society through peaceful reform and effective government, and serve those in need in our community, establish this Constitution for the Virginia Young Democrats.

### **Article I: Name, Affiliation, Object**

Section 1: The name of this organization shall be the Virginia Young Democrats.

Section 2: The Virginia Young Democrats shall be affiliated with the Democratic Party of Virginia and the Young Democrats of America, but shall maintain autonomy over its policies, operations and advocacy activities.

Section 3: The objects of the Virginia Young Democrats shall be:

- i. To support and elect Democratic candidates for public office;
- ii. To widen and increase the interest and knowledge of young people in government and the political process;
- iii. To train and develop young people for positions of leadership as elected leaders and within the Democratic Party of Virginia;
- iv. To increase the role of underrepresented persons in our Party, government, and society; and
- v. To serve those in need in our community.

### **Article II: Membership and Clubs**

Section 1: Membership in the Virginia Young Democrats shall be open to every resident of the Commonwealth of Virginia who is 13 to 35 years old and who believes in the principles of the Democratic Party. No person shall be denied membership on the basis of race, ethnicity, gender, gender identity, religion, economic status, national origin, sexual orientation, disability, immigration status or voting eligibility.

Section 2: An honorary member may be elected by a majority vote of the Executive Committee or an annual Convention. Honorary members shall have none of the obligations of membership in the organization, but shall be entitled to all of the privileges except those of making motions, voting, and holding office.

Section 3: Any group of 10 or more individuals may apply to the Virginia Young Democrats to become a chartered club. Chartered clubs shall be autonomous and may operate in any manner not inconsistent with this Constitution, any rule of the organization, or the Democratic Party Plan of Virginia. Each chartered club must have a written constitution and/or bylaws duly ratified by its members. No person may be chartered with two or more clubs at the same time. However, one person may be a voting member of two or more clubs at the same time for the purposes of those clubs' autonomous business.

Section 4: Club charters may be awarded by a majority vote of an annual Convention or, between Conventions, by a majority vote of the Executive Committee. Each charter shall remain in effect until action is taken on their charter at the annual Convention. The members of each chartered club who meet the membership requirements in Article II, Section 1 of this Constitution shall be members of the Virginia Young Democrats. Each charter application must be received by the Membership Director at least 5 calendar days prior to the Executive Committee meeting, or at least 21 calendar days prior to the annual Convention, at which such application will be considered.

Section 5: Each charter application must include the items listed in this section. The items must be provided in any written format or formats approved by the chair of the Credentials Committee since the adjournment of the last annual Convention, provided that the format or formats for the charter fee must also be approved by the Treasurer. The chair of the Credentials Committee shall provide at least one approved format for each item to the president of each chartered club and to each member of the Executive Committee, no later than six weeks before each annual convention.

i. A list of all club officers with current contact information and term expiration date;

ii. A charter fee, in the amount established by the Executive Committee. Such fee shall be applied in a uniform manner to all clubs, provided that the amount of the fee may be different for clubs consisting primarily of high school, college, and young professional members, respectively. Charter fees shall be prorated based on the period since the last annual Convention. The charter fee for any club shall be nonrefundable unless, upon application by a club that was assessed a penalty as a result of an error committed in good faith, the Executive Committee or an annual Convention causes any or all of the fee to be refunded.

iii. A copy of the club's constitution and/or bylaws;

iv. An official membership form for each member, or a membership list that includes each member. Any official membership form or format approved by the Membership Director and Secretary since the adjournment of the last annual Convention shall be deemed valid for the purposes of this subsection, provided that the form or format has been provided to the president of each chartered club and each member of the Executive Committee, and provided that the form or format includes, for each member:

1) The name of the club to which the member belongs;

2) The first and last name, optional mailing address (including city, state, and zip code, contact telephone number (including area code) and electronic mail address , and

3) The date of birth (including month, day and year)

v. The name of the faculty or staff advisors with current contact information, including electronic mailing address and telephone number for High School, College and University clubs .

vi. By a four-fifths vote, the Executive Committee or Credentials Committee, may waive one or more of subsections ii, iii, and iv of this section for a given charter application submitted for consideration, provided that the applicant club has not been chartered during the previous five years, and provided that the application includes a detailed written plan to submit a full

application within ninety days. No more than five clubs shall hold a charter under the provisions of this paragraph at the same time. The president of a club chartered under the provisions of this paragraph shall be a non-voting member of the Council of Presidents.

Section 6: Upon receipt of a complete and timely charter application, the Membership Director shall cause the charter application to be heard at the next Executive Committee meeting or annual Convention, as appropriate and as specified by this Constitution.

Section 7: The charter of any club may be revoked for cause by a two-thirds vote of the Executive Committee following at least two weeks previous notice and an opportunity to be heard provided the club.

Section 8: No club may require its members or officers to be affiliated with any other organization, provided that this provision shall not be construed to prohibit a club from requiring that its members or officers be members of the Democratic Party or adhere to its principles, and provided that this provision shall not be interpreted to prohibit ex officio offices.

### **Article III: Officers and Officeholders**

Section 1: The officers of the Virginia Young Democrats shall be comprised a President, an Executive Vice-President, a Finance Director, a Membership Director, a Political Director, a Public Affairs Director, a Campaign Director, a Secretary, a Treasurer, two (2) National Committee Representatives, an Outreach Director, a City/County Caucus Chair, a College Caucus Chair, a Teen Caucus Chair, and the immediate past president. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the organization.

Section 2: No person shall hold more than one position on the Executive Committee unless permitted by a two-thirds vote of the Executive Committee to do so. Each person who is a member of the Executive Committee shall be entitled to exactly one vote on all questions before the Committee. No person shall be elected as an officer of the Virginia Young Democrats who is not a member of the Virginia Young Democrats at the time of the election.

Section 3: The President, Executive Vice-President, Finance Director, Membership Director, Political Director, Public Affairs Director, Campaign Director, Secretary, Treasurer, National Committee Representatives and Outreach Director shall each be elected by a majority vote at each annual Convention. The two (2) National Committee Representatives for the Virginia Young Democrats shall be of two (2) different gender identities. Each officer shall serve until his or her successor takes the oath of office and each officer's term shall begin upon taking the oath of office.

Section 4: Before entering upon the performance of his or her duties, each member of the Executive Committee shall take or subscribe to the following oath or affirmation: "I do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the Commonwealth of Virginia, the Constitution of the Virginia Young Democrats, and the Democratic Party Plan of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon my office in the Virginia Young Democrats, according to the best of my ability." If the oath or affirmation is not subscribed to in writing, it shall be administered by a former officer of the organization, by a current or former officer of local, state, or federal government in the United States, or by any person authorized by law to administer oaths.

Section 5: In the event of a vacancy or temporary absence in, or inability to carry out the duties of, or removal from office the office of President, the Executive Vice-President shall assume the office. In the event of a vacancy or temporary absence in, or inability to carry out the duties of, the office of City/County, College, or Teen Caucus Chair, the appropriate caucus shall elect a replacement in a manner not inconsistent with its bylaws. In the event of a vacancy or temporary absence in, or inability to carry out the duties of, any other officer, or if a caucus fails to properly elect a replacement upon a vacancy or temporary absence in, or inability to carry out the duties of, the office of caucus chair or vice chair, the Executive Committee may elect a replacement, provided that, other than in an emergency, the position has been vacant for at least 72 hours. The President may make an interim appointment to fill a vacancy between meetings of the Executive Committee.

Section 6: The President shall be the chief executive officer of the Virginia Young Democrats, and shall supervise the affairs of the Virginia Young Democrats between meetings of the Executive Committee.

Section 7: The President may appoint an executive director, subject to the approval and terms of the Executive Committee, who shall be the chief administrative officer of the Virginia Young Democrats.

Section 8: The Executive Vice President shall serve as chair of the Executive Committee in the absence of the President and assist the President in all of his or her duties.

Section 9: The Finance Director shall oversee the fundraising programs of the Virginia Young Democrats. The Finance Director shall submit a fundraising plan to the Executive Committee within 60 days of assuming office.

Section 10: The Membership Director shall oversee the chartering of new clubs in coordination with the region chair and manage the membership list of the Virginia Young Democrats. The Membership Director shall work with the members of the Caucus Membership Committee to develop and implement a chapter retention plan.

Section 11: The Political Director shall oversee the operations of the issue caucuses, manage the annual Virginia Young Democrats Lobby Day and track relevant legislation at the federal and state level.

Section 12: The Public Affairs Director shall oversee the communications efforts of the Virginia Young Democrats and work with the Political Director and issue caucuses to grow the advocacy voice of the Virginia Young Democrats. The Public Affairs Director shall work the Campaign Director to coordinate communications efforts with Democratic nominees.

Section 13: The Campaign Director shall oversee the political operations of the Virginia Young Democrats and serve as the chief point-of-contact for the Virginia Young Democrats and Democratic nominees.

Section 14: The Treasurer or his or her designee shall present a report at each Executive Committee meeting. Such report shall include, but not be limited to, the balance of funds in the organization's financial accounts and any reports from the Budget Committee. The organization's financial records shall be open to inspection by any member at any reasonable time.

Section 15: The Secretary shall maintain a list, as applicable, of the name, mailing address, telephone number and electronic mail address of each member of the Executive Committee and all members of the Virginia Young Democrats. Each person on the list shall be responsible for promptly reporting any new contact information to the Secretary, who shall then promptly update the list. Written notice, whenever required by this Constitution, by any other rule of the organization, or by the parliamentary authority adopted by the organization, and unless otherwise restricted thereby, may be provided by postal mail or electronic mail sent to the appropriate address submitted by each member. The Secretary shall cause an Internet web site to be maintained and regularly updated for the organization with the cooperation of the Public Affairs Director. In addition to any other Internet electronic mail discussion lists maintained for the organization, the Secretary shall cause an Internet electronic mail list to be maintained for the organization that includes the electronic mail addresses required to be collected and updated under this section and under Article II, Section 5, Subsection iv (2) of this Constitution.

Section 16: The Outreach Director shall assist chapter in developing outreach plans to increase membership and shall serve as a member of the Caucus Membership Committee. In conjunction with the Political Director, he/she will assist in coordination with outside allied groups.

Section 17: The two (2) National Committee Representatives shall serve as liaisons between the Virginia Young Democrats and the Young Democrats of America.

Section 18: The duties listed for each aforementioned office are not mention to be an exclusive description of the duties of the President, Executive Vice-President, Finance Director, Membership Director, Political Director, Public Affairs Director, Campaign Director, Secretary, Treasurer, Outreach Director, National Committeeman, and National Committeewoman.

#### **Article IV: Caucuses**

Section 1: Any group of 10 or more members of the Virginia Young Democrats with common interests may apply to the Executive Committee to form a caucus. The application shall include proposed bylaws, which shall not be inconsistent with this Constitution, with any standing rules of the organization, or with the Democratic Party Plan of Virginia. A caucus shall be created upon a majority vote of the Executive Committee or of the annual Convention.

Section 2: If the Executive Committee creates a caucus, it shall remain in existence until terminated by a majority vote of the Executive Committee or an annual Convention. Upon a motion or other request by the chair of a caucus, the Executive Committee may change the name of that caucus. Any caucus not established by this Constitution may be terminated by a majority vote of an annual Convention.

Section 3: Each caucus shall elect a chair and vice chair from among its members by a majority vote of the members of the caucus at an annual Convention or within the 30 days following an annual Convention, as directed by the bylaws of that caucus. No election for any office within a regional caucus, other than elections at an annual meeting during an annual Convention, shall be valid unless the meeting at which the election took place was held in the region represented by the caucus and at least five days written notice of the meeting was provided to each member of the caucus.

Section 4: The City/County, College, and Teen caucuses are hereby created. These caucuses may establish bylaws and rules necessary for operation, not in conflict with this Constitution, and subject to the approval of the Executive Committee.

Section 5: The City/County, College, and Teen Caucus chairs shall each be responsible for maintaining an up-to-date list of every city and county; college and university; and high school

in Virginia, respectively. Each list shall indicate whether the unit on the list has a Democratic youth organization, whether that organization is affiliated with the College Democrats, the Young Democrats, or both, whether the organization has chartered with the Young Democrats in the past, and the current contact information for the leadership of the organization. Each chair shall present any changes to such list at each Executive Committee meeting, and shall provide the regional caucus chairs with up-to-date lists of Democratic youth organizations at the units in their region.

Section 6: Members of Virginia Young Democrats shall be members of one of the six regional caucuses in accordance with this section.

i. The Northern Region shall consist of the cities of Alexandria, Fairfax, Falls Church, Fredericksburg Manassas, and Manassas Park; and the counties of Arlington, Culpeper, Fairfax, Fauquier, Loudoun, Madison, Prince William and Rappahannock, Stafford .

ii. The Valley Region shall consist of the cities of Buena Vista, Covington, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester; and the counties of Alleghany, Augusta, Bath, Botetourt, Clarke, Frederick, Highland, , Page, Rockbridge, Rockingham, Shenandoah, and Warren.

iv. The Southwest Region shall consist of the cities of Bristol, Galax, Norton, Radford, Roanoke and Salem; and the counties of Bland, Carroll, Craig, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Patrick, Pulaski, Roanoke, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.

v. The Southeast Region shall consist of the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; and the counties of Accomack, Gloucester, Isle of Wight, James City, Matthews, Northampton, Southampton, Surry, Sussex, and York.

vi. The Southside Region shall consist of the cities of Bedford, Charlottesville, Danville, Emporia, Lynchburg, and Martinsville; and the counties of Albemarle, Amherst, Appomattox, Bedford, Brunswick, Buckingham, Campbell, Charlotte, Cumberland, Fluvanna, Franklin, Greene, Greensville, Halifax, Henry, Lunenburg, Mecklenburg, Nelson, Pittsylvania, and Prince Edward County.

vii. The Central Region shall consist of the cities of Colonial Heights, Hopewell, Petersburg, and Richmond; and the counties of Amelia, Caroline, Charles City, Chesterfield, Dinwiddie, Essex, Goochland, Hanover, Henrico, King and Queen, King George, King William, Lancaster, Louisa, Middlesex, New Kent, Northumberland, Nottoway, Orange, Powhatan, Prince George, Richmond, , Spotsylvania and Westmoreland County.

Section 7: Each regional caucus shall elect a chair, a vice-chair, and other officers as shall be determined by the region's bylaws. The chair and vice-chair of each regional caucus shall not be members of the same chartered club, except in the case where every member of the regional caucus is a member of the same chartered club. Each regional caucus may appoint a Congressional District representative for congressional districts in their region. In the event that a Congressional District spans more than one region, the Executive Committee shall decide which region has jurisdiction.

Section 8: The following Issue Caucuses: Disability Issues, Environmental Issues, Education Issues, Labor, LGBTQA, Minority, Rural, Faith, Veteran's Affairs, Public Health and Women's caucuses, are hereby created.

Section 9: The presidents of the chartered clubs of the Virginia Young Democrats shall comprise a caucus known as the Council of Presidents. The Council of Presidents shall select, by popular election at the annual Convention, a chairperson to serve as an officer of the Virginia Young Democrats on the Executive Committee. The Council of Presidents Chair shall not be required to be a current chapter president, but they must complete their term as Chair within three years of leaving the office of chapter president. The Council of Presidents Chair shall meet at least four times each year. No more than three of these meetings may be by phone. The meeting that is held in person must be moved from region to region each year.

Section 10: No later than 60 days after each annual Convention, each caucus shall duly ratify and submit to the Executive Committee for approval bylaws which shall not be inconsistent with this Constitution, with any standing rules of the organization, or with the Democratic Party Plan of Virginia. The Executive Committee may assign bylaws to any caucus that fails to meet the requirements of this section.

Section 11: Each member of any region caucus must be a resident of the region represented by the caucus.

Section 12: No person may be elected to an office in any caucus who is not a member of that caucus.

Section 13: No person may be a voting member of more than one regional caucus or more than one of the City/County, College, or Teen caucuses at the same time.

#### **Article V: Governing Bodies**

Section 1: The Executive Board shall direct, consent and advise the organization on all issues related to the Virginia Young Democrats and be actively engaged in recruiting new member, establishing new chartered clubs and establishing Issue Caucuses within charter clubs. The Executive Board shall consist of:

- i: the officers of the Virginia Young Democrats,
- ii: the chairs of each regional caucus,
- iii: the chairs of each Issue Caucus,
- iv. The statewide elected officials, members of the Democratic National Committee, members of the Executive Board of the Young Democrats of America, and members of the Steering Committee of the Democratic Party of Virginia, who are members of the Virginia Young Democrats.
- v. Up to four additional persons, upon appointment by the President and approval by the Executive Committee. Members of the Executive Board may suggest positions or individuals to the President who will bring a unique skillset to the work of the Executive Board.

Section 2: The Executive Committee shall be comprised on the officers of the Virginia Young Democrats and the chairs of each regional caucus, and shall have general supervision and control over the affairs of the Virginia Young Democrats between annual Convention and shall perform such other duties as are specified in this Constitution. The Executive Committee shall be subjects to the orders of any annual Convention, and none of its act shall conflict with this Constitution or with any action taken by an annual Convention.

Section 3: The Executive Board and Committee shall meet, as necessary, between annual conventions including teleconference or Internet video conference. Special meetings of the Executive Board may be called by the President, at any time, and shall be called upon the written request of any seven members of the Executive Board or five members of the Executive Committee. Except in an emergency, the Secretary shall provide at least seven days written notice to each member of the Executive Board prior to any meeting thereof.

Section 4: Thirty percent of the members of the Executive Board or Committee shall constitute a quorum for the purpose of conducting the body's business.

Section 5: The Executive Board and Committee shall be the judge, respectively, of the qualifications of its own members.

Section 6: Business of the Executive Board or Committee may be conducted by telephone or Internet video conference in accordance with the following procedures:

i. Members may participate in an in-person meeting of the Executive Board by telephone or Internet video conference service. Participation by telephone or Internet video conference service must be requested to the President by the member no fewer than 48 hours prior to the start of the meeting, and must be approved by the President within that time period.

ii. Meetings may be held entirely by phone in a teleconference format or Internet video conference service.

## **Article VI: Standing and Special Committees**

Section 1: An Outreach Committee shall be responsible for formulating outreach guidelines for the Virginia Young Democrats and local clubs and shall assist the Outreach Chair with outreach efforts. The guidelines shall not include quotas but shall require affirmative actions to increase participation by under-represented Democrats and to actively recruit new members. The Outreach Chair shall be the committee chair. The committee shall be comprised, to the extent practicable, of one resident of each congressional district in Virginia (not including the chair).

Section 2: Budget Committee shall be responsible for making recommendations concerning the financial operations of the Virginia Young Democrats. The Treasurer shall serve as the committee chair. The committee shall be comprised of not more than four people, not including the chair, and no two of whom shall be residents of the same . The committee shall solicit requests for budget allocations from the members of the organization. It shall be the duty of the committee to prepare a budget for the coming fiscal year, beginning the first day of June each year, and submit the budget to the Executive Committee at its regular meeting in April or May. The recommended budget shall include anticipated revenues and expenditures and shall clearly state the officer, chair, or other position responsible for overseeing each line of expenditures. The

committee shall meet prior to each Executive Committee meeting to review the budget and shall have the authority to investigate alleged budget irregularities.

Section 3: A Credentials Committee shall be responsible for performing duties related to charter applications as specified by this Constitution. The Secretary shall appoint the chair of the Credentials Committee, subject to the approval of the Executive Committee. In an emergency in which the Executive Committee cannot meet to approve the appointment, the chair may be approved by a majority of the officers by electronic means. The chair of the Credentials Committee shall not be a candidate for any elected position in the Virginia Young Democrats. In addition to the chair, the committee shall be comprised of one appointee from each regional caucus, provided that the President shall fill any committee vacancies that exist three weeks before any annual Convention. All committee meetings shall be open to all members of the Virginia Young Democrats unless otherwise restricted by this Constitution or by the parliamentary authority adopted by the organization.

Section 4: A Caucus Membership Committee shall be responsible for coordinating the retention and promotion of existing chapters of the Virginia Young Democrats. The Chair of the Council of Presidents shall serve as the committee chair, and the committee shall be comprised of the Teen Caucus Chair, College Caucus Chair, and City/County Caucus Chair of the Virginia Young Democrats. Each member of the Caucus Membership Committee shall be responsible for organizing monthly calls to the chapter presidents of chartered clubs of the Virginia Young Democrats in order to maintain lines of communication with clubs, disseminate information, and share best practices and ideas between clubs.

Section 5: An Issues and Advocacy Caucus Committee shall be responsible for coordinating the political outreach efforts of the Virginia Young Democrats. The Political Director shall serve as the committee chair, and the committee shall be comprised of the President, Executive Vice President, Public Affairs Director, Outreach Director and Issue Caucus chairs of the Virginia Young Democrats. Each member of the Issues and Advocacy Committee shall be responsible for maintaining up to date lists of constituency caucus members at chartered chapters of the Virginia Young Democrats, creating political outreach materials for dissemination to chapters, and coordinating political events with allied constituency organizations and causes. This Committee will meet at least four times a year.

Section 6: Such other committees, standing or special, shall be appointed by the President upon approval of the Executive Committee or at annual Convention as deemed necessary to carry on the work of the organization. The President shall be ex officio a member of all committees so appointed.

## **Article VII: Annual Convention**

Section 1: The members of the Virginia Young Democrats shall assemble in annual Convention for the purpose of considering charter applications, resolutions, and constitutional amendments; electing officers; and conducting such other business as the Convention directs.

Section 2: On or before January 1 of each year, the Executive Committee shall determine the date and location of that year's annual Convention. Each Convention shall be at least eight weeks after the date on which its date was determined.

Section 3: The Convention committees shall be Awards, Credentials, Rules, Resolutions, and any others designated by the Executive Committee. The President shall appoint the temporary chair of each Convention committee, except in the case of the Credentials Committee chair, subject to the approval of the Executive Committee, no later than six weeks before each annual Convention. In addition to the chair, each committee shall be comprised of one appointee from each region caucus, provided that the President shall fill any committee vacancies that exist four weeks before any annual Convention. No two members of the Credentials or Awards convention committees, including the chair, shall be members of the same club. All committee meetings shall be open to all members of the Virginia Young Democrats unless otherwise restricted by this Constitution or parliamentary action of the Convention.

Section 4: The Rules Committee shall meet at least two weeks prior to each annual Convention and shall immediately thereafter report the preliminary temporary rules of the Convention to the President. The Temporary Rules Report shall clearly outline the process for filing to run for office and the election of officers. The report shall also address the order of business at the convention. The committee may revise its report until the temporary rules are adopted by the Convention. The adopted temporary rules shall govern all conduct at the Convention until the permanent rules are adopted.

Section 5: At least six weeks, but not more than eight weeks, prior to each Convention, the President, at the direction of the Executive Committee, shall issue a written Call to Convention to the president of each chartered club, each member of the Executive Board, and other interested parties. The Call shall include the date and location of the Convention; the purposes of the Convention as set forth in this Constitution; a call for Convention committee appointments pursuant to Article VII, Section 3 and a copy of this Constitution.

Section 6: A Credentials Committee shall be responsible for performing duties related to charter applications as specified by this Constitution. The Secretary shall appoint the chair of the Credentials Committee, subject to the approval of the Executive Committee. In an emergency in which the Executive Committee cannot meet to approve the appointment, the chair may be approved by a majority of the officers by electronic means. The chair of the Credentials Committee shall not be a candidate for any elected position in the Virginia Young Democrats. In addition to the chair, the committee shall be comprised of one appointee from each region caucus, provided that the President shall fill any committee vacancies that exist three weeks before any annual Convention. All committee meetings shall be open to all members of the Virginia Young Democrats unless otherwise restricted by this Constitution or by the parliamentary authority adopted by the organization.

Section 7: At least two weeks, but not more than three weeks, before the annual Convention, the Credentials Committee shall ascertain that each charter application received pursuant to Article II of this Constitution complies with the requirements therein. The committee shall have the power to investigate alleged violations of this Constitution pertaining to club charters. In all deliberations concerning alleged violations, the accused (or a representative of the club if no individual is accused) shall have the right to be present and offer a defense. Such deliberations may be held in executive session unless the accused otherwise desires. The committee shall not recognize any portion of a charter application found to be in violation, except that the committee may recognize portions of charter applications received after the applicable deadline specified by this Constitution if the committee finds and reports good cause for so doing. If the committee finds a violation, it shall include a specific description of the same in its report, along with any recommended sanctions. The committee shall recommend an up to four-percent reduction in

voting strength under Article VII, Section 15 of this Constitution for each calendar day a portion of a charter application is late. All other recommended sanctions shall be limited to censure, denial of charter application, or a reduction of not more than 75 percent of voting strength under Article VII, Section 15 of this Constitution.

Section 8: At least two weeks prior to each Convention, the chair of the Credentials Committee shall submit the committee's written preliminary report to the members of the Executive Committee and to the presidents of each club named in the report. The Credentials Committee may revise its report until it is adopted by the annual Convention.

Section 9: At each annual Convention, the chair of the Credentials Committee shall present and thereby move the adoption of the report of the Credentials Committee. The report shall be adopted by a majority vote of the Convention, which adoption shall grant all charters and order all sanctions recommended in the report. The motion to adopt the report shall be debatable but not amendable. If the report is not adopted, the Convention shall immediately suspend all business while the Credentials Committee meets to submit a revised report.

Section 10: The Secretary shall retain and make available for inspection for not less than five years all written materials related to the deliberations of the Credentials Committee.

Section 11: At least three weeks before each annual Convention, the chair of the Credentials Committee shall submit to the chair of the Affirmative Action and Outreach Committee copies of the outreach plans submitted pursuant to Article II, Section 5 of this Constitution. Not less than 12 hours before the Convention, the Affirmative Action and Outreach Committee shall ascertain that each plan complies with the guidelines issued pursuant to Article VI, Section 1 of this Constitution. The committee shall recommend sanctions to the Credentials Committee for any club whose plan is in substantial noncompliance with the guidelines. Such recommended sanctions shall be limited to censure, denial of charter application, or reduction of voting strength under Article VII, Section 16 of this Constitution.

Section 12: The Convention Chair shall preside over all business of the Convention, subject to the provisions of the parliamentary authority adopted by the organization. The President, or his or her designee, shall serve as the temporary Convention Chair until the permanent Convention Chair is elected by the Convention. The President shall also designate a temporary Convention Parliamentarian until the permanent Convention Parliamentarian is elected by the Convention. The Secretary, or his or her designee, shall serve as the temporary Convention Secretary until the permanent Convention Secretary is elected by the Convention.

Section 13: At each annual Convention, the chair of the Resolutions Committee shall present and thereby move the adoption of the committee's report concerning recommended resolutions to be adopted by the organization. The annual Convention will debate and consider each resolution individually. Any Convention delegate may move to introduce a resolution from the Convention floor given the written support of any 15 Convention delegates.

Section 14: The Awards Committee shall consider and report such awards as the committee, subject to any guidelines issued by the Executive Committee, shall determine are appropriate to recognize outstanding members of the Virginia Young Democrats, chartered clubs of the Virginia Young Democrats, and individuals who have provided support to the Virginia Young Democrats. Nominations shall be received by the chair of the committee and shall remain sealed

until the committee begins its deliberations. The committee shall meet in executive session. No member of the committee shall be considered for or shall receive any award given to an individual and reported by the committee, provided that the committee may in all cases consider and report an award recognizing the service of an outgoing president of the Virginia Young Democrats.

Section 15: Each club shall have the authority to determine the manner in which delegation chair is chosen, consistent with its bylaws and with this Constitution. Any member of a chartered club registered for and present at the Convention will make up part of the club's delegation. No person shall have a voice or a vote on the Convention floor unless:

i. He or she is an accredited delegate duly representing a chartered club of which he or she is a voting member; or

ii. If he or she is not eligible to be a member of any chartered club within 50 miles of his or her residence and he or she is an accredited delegate and has submitted the information required by Article II, Section 5, Subsections iv (2-3) of this Constitution with an at-large fee of one dollar; or

iii. He or she has been granted the privilege of the floor by a two-thirds vote of the Convention.

Section 16: Subject to any sanctions ordered pursuant to Article VIII of this Constitution, each chartered club shall be entitled to the total number of votes provided for in this section for each question at each annual Convention. No chartered club shall be entitled to more votes than are possible by obtaining the maximum number of votes provided for in this Section. Each chartered club's votes shall be apportioned equally among its delegates to the Convention. Notwithstanding any other provision of this section, no individual delegate shall cast more than five votes if he or she is representing a club whose membership area, as defined in its bylaws, includes any part of the region in which the Convention site is located, or more than 10 votes if he or she is representing any other club. No delegate's votes shall be directed by any other person or group. Each person qualified to vote under Article VIII, Section 14, Subsection ii or iii of this Constitution shall be entitled to one vote. As used in this section, "Secretary" shall mean Secretary of the Virginia Young Democrats.

i. Based on the membership totals in the approved report of the Credentials Committee, the largest 20 percent of chartered clubs shall each receive 20 votes, the next largest 20 percent of chartered clubs shall each receive 15 votes, the next largest 20 percent of chartered clubs shall each receive 10 votes, the next largest 20 percent of chartered clubs shall each receive 7 votes, and the smallest 20 percent of chartered clubs shall each receive 5 votes. It will be up to the discretion of the Credentials Committee to determine the number of clubs in each classification.

ii. Each chartered club shall receive three votes, up to a maximum of 9 votes under this subsection, for each meeting of the Council of Presidents attended by the club president, or his or her designee, since the last annual Convention, as certified in writing by the chair of the Council of Presidents to the Credentials Committee. For the purposes of this subsection, attendance may include participation by telephone.

iii. Each chartered club shall receive up to a maximum of 24 votes under this subsection. Chartered clubs shall receive six votes for each campaign of a Democratic nominee or Democratic endorsee for public office for which the club held an official campaign participation event since the last annual Convention, as certified in writing to the Credentials Committee by: a candidate, by an official of a candidate's campaign, by a member of the Executive Board who was also in attendance, by the chair of the region caucus which the event was held or by the representatives of an allied organization, as determined by the Credentials Committees.

iv. Chartered clubs shall receive four votes for each charitable or philanthropic event for which their club held an official participation event since the last annual convention, as certified in writing by a representative of the charitable organization who benefitted from the event, or by a member of the Executive Board who was also in attendance, or by the chair of the caucus of the region in which the event was held, to the Credentials Committee. Each event shall have been held on a different calendar day. A certifying official, other than the candidate, may not be a member of the chartered club unless every official listed above is a member of the chartered club.

v. Each chartered club shall receive five votes for maintaining an up-to-date, official club web site, as determined by the Credentials Committee.

vi. Each chartered club shall receive up to five votes for maintaining its membership information in a central database established by the Secretary. The number of votes shall be recommended by the Secretary to the Credentials Committee, based on the frequency and quality of the information provided by the club in the period since the last Annual Convention.

vii. Each chartered club shall receive two votes for each of the last two immediate past annual Conventions at which the club was granted a charter and attended.

viii. Each newly chartered club, which has not been chartered in any of the previous four calendar years, as certified by the Secretary, shall receive four votes. No club may receive votes under both this subsection and subsection vi of this section.

ix. Each chartered club shall receive five votes if the club's charter application met the appropriate deadline for the application specified in Article II, Section 4 of this Constitution.

Section 17: No club will be allowed to charter with the Virginia Young Democrats if that club owes more than \$100 in debts to the Virginia Young Democrats. Once the debts are paid, the club will be allowed to charter. Debts are determined by the Executive Committee, subject to the approval of the annual Convention.

### **Article VIII: Disciplinary Proceedings**

The parliamentary authority adopted by the organization shall govern all disciplinary proceedings, subject to the following provisions:

Section 1: The following shall constitute grounds for removal from office and/or revocation of membership: malfeasance, misfeasance, or nonfeasance of duties; conduct injurious to the good name of the Virginia Young Democrats; use or implication of the name or resources of the Virginia Young Democrats to promote a candidate for public office who is not the Democratic

nominee or endorsee, unless such candidate does not face opposition for the nomination or endorsement; or active opposition to any Democratic nominee or endorsee for public office.

Section 2: Any member of the Executive Board who, without the Board's approval, fails to attend three or more Committee meetings during a calendar year; or any member of the Executive Board who is convicted of a felony, may be removed from his or her position by a two-thirds vote of the Board. These regulations, where appropriate, shall also apply to members of the Executive Committee and its meetings. Any member so removed shall remain a member of the Virginia Young Democrats unless removed from membership under normal disciplinary proceedings.

Section 3: No impeachment or removal procedure, other than one commenced under Article IX, Section 2 of this Constitution, may proceed until a written indictment is approved by the Executive Committee or by an annual Convention. Such indictment shall have been provided to the President and the Secretary (or if the charge is against the President and the Secretary, provided to the Executive Vice-President and the Treasurer) and provided to the accused, at least ten calendar days prior to the meeting at which the indictment was approved, unless the actions warranting the indictment occur within 30 days of the annual Convention. The indictment shall have included the charges and specifications against the accused, the manner by which the charges will be investigated, and the date and time of the formal hearing on the charges.

Section 4: All formal hearings shall take place at a special meeting of the Executive Committee or, if an indictment is approved within 30 days prior to an annual Convention, at such annual Convention. If an accused so requests, his or her formal hearing shall be open to all members of the Virginia Young Democrats and all votes shall be publicly cast and recorded.

#### **Article IX: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Virginia Young Democrats in all cases to which they are applicable and in which they are not inconsistent with this Constitution, with any rule of the organization, with the Democratic Party Plan of Virginia, or the facilitation of debate.

#### **Article X: Amendment of Constitution**

Section 1: Prior to issuing a Call to the Annual Convention, the President or a majority vote of the Executive Committee may decide to form a Constitution & Bylaws Committee to consider amendments. If so, the process as outlined in Article VII Sections 3 and 5 shall be followed.

Section 2: At an annual Convention, the chair of the Constitution and Bylaws Committee may present and thereby move the adoption of the committee's report concerning recommended amendments to this Constitution. Each such recommendation shall clearly state the text of the Constitution to be amended and the text that would result if the amendment were to be ratified.

Section 3: This Constitution may be amended by a two-thirds vote of any annual Convention is recommended at an annual Convention by the Constitution and Bylaws Committee. The Constitution and Bylaws Committee's recommendation shall be defined as a two-thirds supermajority of the Committee. Suggested amendments that do not achieve a supermajority but do receive a majority endorsement of the Constitution and Bylaws Committee's member will be

considered as amendments detailed in Article X Section 3 but shall not require the twenty signatures and shall be debated separately during the committee's report.

Section 4: Amendments to this Constitution may be introduced at any annual Convention by any delegate, provided the amendment has the written support of twenty Convention delegates representing at least four different chartered clubs. Passage of the amendment will still require a two-thirds vote of any annual Convention.

Section 5: This Constitution may be amended by a two-thirds vote of a special Constitutional Convention, called by a three-fourths vote of an annual Convention, the Executive Committee, or Council of Presidents to be held not more than seven months after any annual Convention. The relevant provisions of this Constitution and other rules and credentials pertaining to annual Conventions that governed the last annual Convention shall govern any special Constitutional Convention held pursuant to this section.

Adopted March 27, 1999, by Convention at Williamsburg, Virginia.

Amended March 25, 2000, by Convention at Roanoke, Virginia.

Amended March 31, 2001, by Convention at Norfolk, Virginia.

Amended April 13, 2002, by Convention at Fredericksburg, Virginia.

Amended March 29, 2003, by Convention at Harrisonburg, Virginia.

Amended March 27, 2004, by Convention at Arlington, Virginia.

Amended April 8, 2005, by Convention at Williamsburg, Virginia.

Amended March 25, 2006, by Convention at Richmond, Virginia.

Amended March 31, 2007, by Convention at Harrisonburg, Virginia.

Amended March 29, 2008, by Convention at Blacksburg, Virginia.

Amended March 28, 2009, by Convention at Charlottesville, Virginia.

Amended April 16, 2010, by Convention at Alexandria, Virginia.

Amended April 9, 2011, by Convention at Williamsburg, Virginia.

Amended March 31, 2012, by Convention at Richmond, Virginia.

Amended April 20, 2013, by Convention at Norfolk, Virginia.

Amended September 6, 2014, by Constitutional Convention at Fredericksburg, Virginia.

Amended March 21, 2015, by Convention at Fredericksburg, Virginia.

Amended April 7, 2018, by Convention at Charlottesville, Virginia