

1 **WASHINGTON STATE FEDERATION OF DEMOCRATIC WOMEN**
2 **BYLAWS & STANDING RULES (JULY 2006)**

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4 **ARTICLE I – NAME**

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6 The name of this organization shall be the WASHINGTON STATE FEDERATION OF
7 DEMOCRATIC WOMEN (WSFDW).

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9 **ARTICLE II – OBJECTIVES**

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11 **II. Sect. 1. The objectives of the organization shall be:**

- 12 A. To unite the women of the Democratic Party, to promote the cause of
13 the Democratic Party, and to encourage full participation of women at
14 every level of the Democratic Party structure.
15 B. To publicly support the platform of the WSFDW.
16 C. To be affiliated with the National Federation of Democratic Women.

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18 **ARTICLE III – MEMBERSHIP AND DUES**

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20 **III. Sect. 1. -Composition of Membership**

- 21 A. This State Federation shall be composed of the Democratic Women's
22 Clubs/Chapters in the State of Washington who have paid the
23 prescribed dues as outlined in ARTICLE III, Sect. 4 of these Bylaws and
24 in the Standing Rules. In addition, there will be a Members-at-Large
25 Chapter: A Democrat who does not have an affiliated club/chapter in
26 her area may become a member-at-large. All members-at-large must
27 choose one of these options:
28 (1) may become a dues-paying member of the Members-at-Large
29 Club/Chapter or (2) may ask to become a dues-paying member of
30 another existing Club/Chapter even if that Club/Chapter is not in her
31 area. Such members and their Club/Chapter shall have all the same
32 rights and responsibilities as any other member or Club/Chapter.
33 B. Each affiliated club/chapter shall meet at least four times per year,
34 except for the Members-at-Large Club/Chapter, which may meet
35 electronically
36 C. Any affiliated club/chapter of the WSFDW that does not support the
37 objectives of the Federation as outlined in ARTICLE II of these Bylaws
38 may be suspended from membership by a two-thirds (2/3) vote of the
39 Executive Board present and voting, subject to the club's/chapter's right
40 of appeal to the State Federation. In order to be reinstated, a
41 club/chapter must follow the same procedures provided under ARTICLE
42 III, Sect. 2 for new clubs.
43 D. Each club shall have complete authority to decide its own bylaws and
44 rules, provided they do not conflict with the intent and purpose of the
45 State and National Federations.
46 E. Each person's membership may be credited to only one club/chapter for
47 computing delegates to the State Convention.

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III. Sect. 2. Organizing New Clubs/Chapters

- A. Club/Chapter procedures
Any group of ten (10) or more persons may organize a Democratic Women’s Club/Chapter and affiliate with this State Federation by complying with the requirement listed below:
 - A letter requesting membership, accompanied by a copy of the club’s/chapter’s membership list (including name, address, telephone number, and email address if available of each member), a copy of the club’s/chapter’s bylaws and all membership dues, shall be mailed to the State Treasurer.
- B. State Executive Board Procedures.
 - (1) The State Treasurer shall:
 - (a) Forward the bylaws to the State Bylaws Chair
 - (b) Forward the membership information to the State Membership Chair
 - (2) The State Bylaws Chair shall:
 - (a) Review the club’s/chapter’s bylaws for compliance with all State and National Federation bylaws.
 - (b) Present the club/chapter to the State Executive Board for consideration for membership.
 - (3) The Executive Board shall:
 - (a) Decide on the application by a majority vote of the members of the State Executive Board present and voting.
 - (b) Authorize the State President to notify the applying club/chapter of the decision of the Executive Board.

III. Sect. 3. After the Election and Installation of Club/Chapter Officers each club/chapter shall send a list of the newly- elected club/chapter officers with their correct addresses to the State President, to the State Recording Secretary, to the State Membership Chair and to the State Treasurer immediately following the election of the club’s/chapter’s officers.

III. Sect. 4. Dues

- A. Each club shall pay annual dues to the State Federation as stated in the Standing Rules of the State Federation.
- B. Dues are due and payable on January 1st of each year. In order to be a qualified delegate to the State Convention dues must be paid to the State Federation **by May 1st**.
- C. Dues must be paid by May 1st for a member to receive State Federation Campaign funds for a state office.
- D. If a federated club/chapter should disband, its members and treasury shall be transferred to the PROJECT HELP FUND.

III. Sect. 5. Fiscal Year

The Fiscal Year shall run from January 1 to December 31 for the State Federation and for each of its clubs/chapters.

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ARTICLE IV – OFFICERS

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IV. Sect. 1. State Federation Officers shall be

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- A. The State President, Eastern Region Vice President, Central Region Vice President, Western Region Vice President, Recording Secretary, and Treasurer shall be elected officers.
 - B. A Corresponding Secretary and Parliamentarian may be appointed by the State President.

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ARTICLE V – NOMINATIONS

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V. Sect. 1. Recommendations for Nominations for State President, Eastern Region Vice President, Central Region Vice President, Western Region Vice President, State Recording Secretary and State Treasurer shall be made in writing to the chair of the Nominating Committee to be received at least sixty (60) days prior to the Annual meeting in the odd numbered years, provided the nominee has given her consent in writing.

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V. Sect. 2. The Nominating Committee of the State Federation shall present a list of nominees for the offices of State President, Eastern Region Vice President, Central Region Vice President, Western Region Vice President, State Recording Secretary and State Treasurer in writing to all affiliated clubs in good standing thirty (30) days prior to the annual meeting in the odd numbered years.

V. Sect. 3. Nominations may be made from the floor at the said annual meeting, provided nominee's consent is given in writing to the recording secretary.

V. Sect. 4. Nominees for State President shall have served on the Executive Board of the State Federation for at least one year within the past four (4) years.

ARTICLE VI – ELECTION OF OFFICERS

VI. Sect. 1. Elections for Officers of the State Federation shall be held at the annual convention/meeting in the odd numbered years. Officers shall be elected by a majority of the certified delegates to the State Federation convention who are present and voting . Each officer shall be elected for a two-year term.

ARTICLE VII – DUTIES OF OFFICERS

VII. Sect. 1. Duties of State Federation President and Club/Chapter Presidents

A. State Federation President

- (1) Preside at all State Federation meetings and State Executive Board meetings.
- (2)((a)Appoint all Standing Committee Chairs and Vice Chairs;

141 Standing Committee appointments shall be approved by the
142 State Executive Board.

143 (b) Vice Chairs shall have voice but no vote unless the Chair of their
144 committee is absent, in which case they shall have both voice and vote.

145 (3) Appoint Special Committee Chairs when necessary; such chairs shall be
146 approved by the State Executive Board and shall be members of the
147 Executive Board during the life of the committee.

148 (4) Be an ex-officio member of all committees except the Nominating
149 Committee.

150 (5) Call meetings of the Executive Board when necessary, giving a ten (10)
151 day notice by regular mail or e-mail to all Board members.

152 (6) May appoint a club/chapter president or vice president to serve as the
153 presiding officer during her absence at any meeting of the State
154 Federation.

155 (7) Call the Annual Convention/Meeting of the State Federation.

156 (8) May appoint a Corresponding Secretary, Historian and Parliamentarian.

157 (9) Work for the promotion of new affiliated clubs/chapters and growth of
158 the established clubs/chapters.
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160 **B. Duties of Club/Chapter Presidents in Relation to the State Federation**

161 (1) Serve as an Executive Board Member of the State Federation.

162 (2) Work for the promotion of new affiliated clubs and growth of the
163 established clubs/chapters.

164 (3) May appoint a member of the club/chapter to attend State Executive
165 Board meetings in her absence with voice and vote.
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167 **VII. Sect. 2. Duties of Vice-Presidents of the Eastern, Central, and Western
168 Regions**

169 A. The Regional Vice Presidents will reside in and represent their
170 respective areas, which are designated as follows: **(boundaries to be
171 initially set by the Executive Board)**

172 (1) Eastern: From the Idaho border west to the Cascades, and from the
173 Canadian border south to the Oregon border.

174 (2) Central: From the Cascades west to Puget Sound, and from the
175 Canadian border south to the southern boundary of King County

176 (3) Western: From Puget Sound west to the Pacific Ocean, and south of
177 King County from the Cascades to the Pacific Ocean.

178 B. (1) Serve as an officer of the WSFDW and as a member of the
179 Executive Board of the State Federation

180 (2) When requested by the State President, chair a meeting in her
181 absence.

182 C. Work in their respective regions in coordination with the clubs/chapters
183 in their region and with the State President and other State officers to
184 help develop and maintain new clubs/chapters.
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188 **VII. Sect. 3. Duties of the State Recording Secretary**

- 189 (1) Keep accurate and concise minutes of all meetings of the State
- 190 Federation and the State Executive Board.
- 191 (2) Call the roll of membership.
- 192 (3) Be responsible for all permanent records of the Federation.
- 193 (4) Distribute the Executive Board minutes to all Executive Board members
- 194 no later than 30 days after an Executive Board meeting.
- 195 (5) No later than six (6) weeks after an Annual Convention, mail the Annual
- 196 Convention minutes to all registered delegates and members of the
- 197 Executive Board.
- 198 (6) Compile and mail the Federation Directory to each Board member and
- 199 to each affiliated club/chapter by **April 1st** of each year.
- 200 (7) Compile and mail or email the State Officers and Committee Chairs
- 201 Directory by **September 1** of each year.
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203 **VII Sect. 4 Duties of State Treasurer**

- 204 (1) Receive all monies of the State Federation and deposit all monies of the
- 205 State Federation in a bank.
- 206 (2) Collect all dues.
- 207 (3) Keep an accurate account of all dues, receipts and disbursements.
- 208 (4) Comply with the PDC filing dates, send the original to the Washington
- 209 State Public Disclosure Commission, a copy of each report to your
- 210 county auditor (if applicable), a copy to the WSFDW President and
- 211 retain a copy for the Treasurer's files.
- 212 (5) Photocopy checks received as required by the PDC regulations.
- 213 (6) Mail a copy of the organization's monthly bank statement(s) to the
- 214 WSFDW President.
- 215 (7) Present a report at each meeting of the State Federation and State
- 216 Executive Board.
- 217 (8) Submit books annually for an official review and reconciliation.
- 218 (9) Forward immediately to the State Bylaws Chair, the Bylaws of a
- 219 club/chapter applying for Federation membership; forward to the State
- 220 Membership Chair all membership information.
- 221 (10) Serve as a member of the Finance Committee.
- 222 (11) Keep a current and accurate list of State Federation owned equipment,
- 223 including make and serial number when applicable.
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225 **VII Sect. 5 State Corresponding Secretary, Appointment and Duties**

- 226 A. A Corresponding Secretary may be appointed by the State President.
- 227 B. Duties of the Corresponding Secretary shall be:
 - 228 (1) Serve on the State Executive Board with voice and vote.
 - 229 (2) Perform such duties as may be assigned by the State President
 - 230 and/or the State Executive Board.
 - 231 (3) Issue the call for all meetings of the State Federation at the
 - 232 request of the State President.
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235 **VII. Sect 6. Restrictions on Use of Office**

236 No officer of the State Federation and/or of an affiliated club/chapter may use
237 her office, title or State Federation association for an early endorsement of a
238 candidate before the primary election in a contested Democratic race, except
239 in the following circumstances:

- 240 (1) The State Executive Board has made an endorsement in a state-wide
241 race
242 (2) A club/chapter has made an endorsement for a candidate who will be on
243 the primary ballots of any of their members

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245 **ARTICLE VIII – EXECUTIVE BOARD**

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247 **VIII. Sect. 1. Composition, Voting, and Quorum**

- 248 A. The State Executive Board shall be composed of: State President,
249 Eastern Region Vice-President, Central Region Vice-President, Western
250 Region Vice-President, Club/Chapter Presidents, State Recording
251 Secretary, State Treasurer, State Corresponding Secretary, Historian,
252 Parliamentarian, National Federation Officers residing in the State of
253 Washington, immediate past State President, Chairs and Vice or Co-
254 Chairs of all State Federation Standing Committees, and Chairs and
255 Vice Chairs of Special Committees during the life of the committee.
256 B. The State Historian, Parliamentarian, Standing Committee Vice Chairs
257 and Special Committee Vice Chairs shall have voice but no vote, except
258 that Vice Chairs shall have a vote in the absence of their respective
259 Chairs.
260 C. A quorum shall consist of forty percent (40%) of the voting membership
261 of the Executive Board. The presence or absence of non-voting
262 members and Ex Officio members will not count in calculating the
263 quorum.

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265 **VIII. Sect. 2. Duties of the State Executive Board**

- 266 A. Fill all vacancies that occur in the elective offices of the State
267 Federation. In the event a vacancy occurs in the office of the State
268 President, the Recording Secretary will call a special meeting of the
269 Executive Board who then by majority vote shall elect a qualified
270 member of the Federation following the appointment.
271 B. Approve the appointment of all Federation Standing Committees and
272 Special Committees
273 C. Transact necessary business of the State Federation between meetings
274 and report such action at the first State Federation meeting following
275 such action.
276 D. Call for and supervise an annual review and reconciliation of the State
277 Federation books and other reviews as necessary.
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281 **VIII Sect. 3. Removal of Officers or Board Member**

- 282 A. Any Officer or Committee Chair of the State Federation absent for three
- 283 (3) consecutive meetings without prior notice to the State President or
- 284 State Recording Secretary shall be subject to removal from office by a
- 285 majority vote of the members of the Executive Board present and voting.
- 286 B. An elected officer who does not adhere to the duties of their respective
- 287 office as set forth in Article VII can be removed from said office
- 288 providing: the Executive Board has notified the offending officer in
- 289 writing of the grievance and the officer has been given at least two (2)
- 290 weeks to answer the grievance, either in writing or with a request to
- 291 come before the Executive Board in person. After due process as
- 292 defined above, the Executive Board may, by a two-thirds (2/3) majority
- 293 of those present and voting, declare the office vacant and report such
- 294 action to its membership at the next regular convention.

295 **VIII. Sect. 4. Meetings of the State Executive Board**

- 296 A. The State Federation Executive Board shall meet for the purpose of
- 297 Federation business at least three (3) times each year.
- 298 B. The State Federation Executive Board meetings shall be held at the call
- 299 of the State President or two-third (2/3) of the Board. Notice of the
- 300 meeting shall be sent, by written mail or e-mail, ten days in advance of
- 301 the meeting to all members of the Executive Board.

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304 **ARTICLE IX – STANDING COMMITTEES**

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306 **IX. Sect. 1. Committees and Their Composition**

- 307 A. The Standing Committees of this Federation shall be: Bylaws &
- 308 Standing Rules, Education, Finance, Membership, Nominating, Public
- 309 Relations & Communications, Organization, Platform, and Political
- 310 Action.
- 311 B. All Standing Committee Chairs and Vice/Co-Chairs shall be appointed
- 312 by the State President and approved by a majority vote of the members
- 313 of the Executive Board present and voting..
- 314 C. There may be one member from each club/chapter on each committee,
- 315 not counting the chair or vice/co-chair of the committee.

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317 **IX. Sect. 2. Duties of the State Bylaws and Standing Rules Committee**

- 318 A. Review the bylaws and standing rules of the State Federation during the
- 319 two-year term.
- 320 B. Prepare and present any needed changes to the State Federation at the
- 321 annual meeting.
- 322 C. Study the bylaws of any club/chapter applying for membership and
- 323 present recommendations concerning said bylaws to the Executive
- 324 Board.

- D. Make all needed changes in rules as soon as they are adopted by the executive board, the conventions, the annual meeting, or special meeting.
- E. **Send the amended bylaws to the President for distribution**

IX. Sect. 3. Duties of the State Education Committee

- A. Keep on file political educational material and to furnish such material to any affiliated club,
- B. Work with the Public Relations Committee
- C. Create material for website links.
- D. Create special material for the Executive Board members as requested by the President.

IX. Sect. 4. Membership and Duties of the State Finance Committee

- A. The Finance Committee's membership shall be: State Finance Chair, State President, State Recording Secretary, State Treasurer and the Regional Vice Presidents.
- B. Duties of the Finance Committee
 - (1) Meet immediately preceding the Annual Meeting.
 - (2) Prepare and present a budget for the coming fiscal year.
 - (3) Be responsible for plans and projects necessary to meet with the budget.

IX. Sect 5. Duties of the State Membership Committee

- A. Issue membership cards
- B. Update the Directory
- C. Perform such other tasks as may be assigned by the Executive Board

IX. Sect. 6. Membership and Duties of the State Nominating Committee

- A. Election of the State Nominating Committee Members
 - (1) Each club/chapter may name one member to the State Nominating Committee for a term of two (2) years.
 - (2) In the event a club/chapter fails to name said member, the State President may appoint a committee member from the club.
- B. Duties of the Nominating Committee shall be:
 - (1) To request each affiliated club to submit names of potential nominees for each elective state office, with their qualifications and their consent to serve, to be received by the Nominating Committee at least forty-five (45) days prior to the Annual Election meeting.
 - (2) To consider geographical distribution in making its selection of nominees.
 - (3) To present a list of one or more nominees for each elective office at the State Federation's election meeting.
 - (4) To notify accredited clubs/chapters and all those whose names were submitted for consideration for nomination of the list of nominees thirty-(30) days prior to the annual election meeting.

- 372 (5) To submit nominations for vacated elective offices to the State
373 Executive Board within sixty (60) days of vacancy.
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375 **IX. Sect. 7. Duties of the State Public Relations & Communications Committee**

- 376 A. To prepare and release press, radio and TV notices and publicity as
377 directed by the State President and/or the Executive Board.
378 B. To strive for strong community relations.
379 C. Maintain an effective and informational web page.
380 D. Carry out any assignment given to them by the State President and/or
381 Executive Board.
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383 **IX. Sect. 8 Membership and Duties of the State Organization Committee**

- 384 A. Membership shall consist of all club/chapter presidents who wish to
385 participate. The State Federation President shall serve as Chair.
386 B. Duties shall be:
387 (1) Assist in the organization of new WSFDW Clubs/Chapters
388 (2) Help support the established affiliated club/chapters.
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390 **IX. Sect. 9 Duties of the State Historian**

- 391 A. Compile a continuing history of the State Federation and maintain it in a
392 permanent form.
393 B. Report at each annual meeting on the additions made to the history
394 since the previous annual meeting.
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396 **IX. Sect. 10 Duties of the State Political Action Committee**

- 397 A. Organize support and lobby for legislation that is consistent with our
398 platform.
399 B. Work in conjunction with the Education Committee.
400 C. Implement the WSFDW Endorsement Policy (to be initially approved by
401 executive board)
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403 **IX. Sect. 11 State Platform Committee**

- 404 A. Members of the State Platform Committee shall be:
405 (1) State Executive Board.
406 (2) Affiliated Club/Chapter Political Action Chairs.
407 (3) At most two (2) delegates and two (2) alternates from each
408 club/chapter.
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410 B. Duties of the State Platform Committee
411 (1) The committee shall meet at least thirty (30) days prior to the
412 annual meeting at a time and place to be designated by the State
413 President.
414 (2) Proposed platform resolutions shall be submitted to the Platform
415 Committee Chair fourteen (14) days prior to the Platform
416 Committee meeting. If the fourteen (14) day deadline is not met,

- 417 resolutions from the floor shall be accepted for consideration with
418 the signatures of ten (10) delegates from five (5) clubs.
419 (3) Alternates may participate in the discussion but will not have a
420 vote on the committee unless they take the place of a delegate.
421 (4) Copies of the proposed platform shall be mailed or e-mailed to each
422 Club/Chapter President and each delegate who attended the last Platform
423 Committee meeting held before the Annual Meeting/Convention.
424 (5) Platform resolutions presented at the annual convention without having been
425 submitted to the State Platform Committee shall require the signatures of ten
426 (10) delegates from five (5) clubs/chapters.
427 (6) As soon as the Washington State Democratic Party (WSDP) has formed its
428 Platform Committee for their even-numbered year convention, the Chair of
429 the WSFDW Platform Committee shall forward to the Chair of the WSDP
430 Platform Committee a copy of the platform adopted by the most recent
431 convention/meeting of the WSFDW.
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433 **IX. Sect. 12. Special Committees**

434 The State Federation President may appoint such Special Committees and
435 Chairs and Vice Chairs as are deemed necessary with the approval by a
436 majority vote of the members of the State Executive Board present and voting.
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438 **ARTICLE X – MEETINGS AND QUORUM**

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440 **X. Sect.1. The Annual Meeting or Convention**

- 441 A. The annual convention/meeting shall be held at the call of the State
442 President.
443 B. For annual conventions/meetings that are to be held in odd-numbered
444 years, the dates of the convention/meeting shall be announced to all
445 clubs/chapters at least six months in advance of the
446 convention/meeting. The place shall be determined by invitation and
447 votes of the delegates at a previous convention/meeting, with the
448 provision that the convention/meeting place shall be rotated among the
449 clubs/chapters where feasible. The agenda for the meeting shall
450 include: election of State Federation officers; adoption of a platform;
451 consideration of bylaw amendments, if any; standing committee reports;
452 other items as necessary or desired, as time permits.
453 C. For annual conventions/meetings that are to be held in even-numbered
454 years, the date shall be the day before the Washington State
455 Democratic Party (WSDP) convention, and the place shall be at or near
456 the location of the WSDP convention. The agenda shall include:
457 platform update; reports from elected officers and standing committees;
458 selection of the site for the next convention/meeting; bylaw
459 amendments, if any; general business; and other items as time permits.
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463 **X. Sect. 2. The Call for the Annual Meeting or Convention**
464 The official call shall be mailed or emailed to each affiliated club/chapter [see
465 Art. III, Sec.1.A] at least thirty (30) days prior to the date of the meeting.
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467 **X. Sect. 3. Quorum**
468 Quorum for the annual conventions/meetings of the State Federation shall be
469 twenty percent (20%) of the affiliated clubs in good standing.

470 **X. Sect. 4. Special Meetings**
471 A. Special meetings may be called by the State President provided all
472 affiliated clubs in good standing are notified at least thirty (30) days in
473 advance of said meeting; the notice must include the proposed agenda.
474 B. A special meeting may be called upon the request of one-third (1/3) of
475 the affiliated clubs in good standing provided all affiliated clubs in good
476 standing are notified at least thirty (30) days in advance of said meeting;
477 the notice must include the proposed agenda.
478 C. When a Special Meeting is called, it must be identified in the notice as
479 one of the following:
480 (1) General membership meeting for all members of all clubs/chapters
481 (2) Executive Board meeting for Executive Board members
482 (3) Meeting for delegates selected as for an annual meeting/convention
483 **– for instance as required for amending the bylaws.**
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486 **ARTICLE XI – ACCREDITED DELEGATES**

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488 **XI. Sect. 1. EX OFFICIO Delegates to the Annual Convention/Meeting Shall be:**
489 A. Convention Chair
490 B. Convention Program Chair
491 C. All members of
492 (1) State Federation Executive Board
493 (2) Platform Committee
494 (3) Political Action Committee
495 (4) Bylaws Committee
496 (5) Finance Committee
497 (6) Nominating Committee
498 (7) Public Relations Committee
499 (8) Credentials Committee
500 (9) Rules Committee
501 (10) Elected Democratic State Legislators who are dues paying
502 members
503 (11) Local elected Democratic public officials who are dues paying
504 members
505 (12) Chair of the State Democratic Central Committee, if a dues paying
506 member
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510 **XI. Sect. 2. Elected Delegates**
511 Each club/chapter shall elect one delegate for each ten (10) members or the
512 major fraction thereof. The elected and ex officio delegates from each
513 club/chapter shall elect the chair of their delegation.

514 **XI. Sect..3. A Vacancy in a Club's/Chapter's Delegation**
515 A vacancy in a club's/chapter's delegation may be filled by the chair of that
516 delegation by appointing an alternate delegate from said club.

517 **XI. Sect. 4. Restrictions of Delegate Voting**
518 . The following restrictions shall be in force at every State Federation meeting:
519 A. A delegate from a club in arrears in dues shall have no vote
520 B. No officer or member delegate shall have more than one vote
521 C. There shall be no proxy or absentee votes

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523 **ARTICLE XII – PARLIAMENTARY AUTHORITY**
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525 **XII. Sect. 1. Robert's Rules of Order**, Newly Revised, latest edition, shall be the
526 parliamentary authority for all matters of procedure not specifically covered by
527 the Bylaws and Standing Rules of the Washington State Federation of
528 Democratic Women's Clubs.

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530 **ARTICLE XIII – AMENDMENTS**
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532 **XIII.Sect.1. Amendments** to these Bylaws may be made at any annual
533 convention/meeting, or special meeting (see Article X, Sect. 4, C.3.)
534 provided a thirty (30) day written notice of the amendment has been
535 mailed to the president and/or secretary of each club in good standing.
536 A two-thirds vote of delegates present and voting shall adopt.
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538 Bylaws amended at State Conventions/ Annual Meetings:

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|----------------------|------------------|----------------|
| 539 June 20-22, 1985 | June 27-28, 1992 | June 24, 2000 |
| 540 June 26-28, 1986 | May 14-15, 1994 | June 02, 2001 |
| 541 June 24-26, 1988 | May 20, 1995 | June 07, 2002 |
| 542 June 24-25, 1989 | June 29, 1996 | July 8-9, 2006 |
| 543 June 30-31, 1990 | June 28, 1997 | |
| 544 June 29-30, 1991 | June 27, 1999 | |

545 **STANDING RULES**

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1. **Dues**

Dues may be changed only at an annual meeting/convention or a Special Meeting as specified in Article X, Sect. 4, C, 3. Dues shall be \$5.00 per member for each member of the respective clubs/chapters of the Federation. Each club shall be liable for the fees of its membership. A club may collect individual dues from its members or a club may pay the dues of its members. Dues are payable on January 1st of each year and are delinquent on May 1st of each year

2. **Election of Club Officers**

All clubs/chapters in the Federation shall elect their club/chapter officers for a one-year or a two-year term.

(a) All clubs with one-year election terms shall elect and install their officers by January 15th of each year.

(b) All clubs with two-year election terms shall elect and install their officers by January 15th of each odd-numbered year.

3. **Travel Expenses**

The travel expenses for the State President shall be a budgeted item determined by the Finance Committee and approved by a majority of the Executive Board present and voting.

4. **Payment of Bills**

No bills shall be paid by the Treasurer in excess of the budgeted amount unless authorized by a majority of the Executive Board present and voting.

5. **Itemized Bills**

a. All bills shall be itemized and supported by receipts before payment by the Treasurer. In the event receipts have been lost, a majority vote of the Executive Board may approve a bill.

b. All bills shall have been presented for payment in a timely manner. Bills over three (3) months old must be approved by a majority vote of the Executive Board present and voting.

6. **Conventions**

A. Call for Convention

The call for the convention shall be issued by the State President. The State President shall appoint a Convention Chair, Credentials Chair, Rules Chair. There shall be at least one member appointed or elected from each club/chapter to serve on the Credentials and Rules Committees if one is available to serve.

B. The Convention Chair Shall

1. Make arrangements for the convention in cooperation with the State President.

2. Assist in arranging for Board meetings, conferences and workshops.

3. Present convention plans and estimated expense sheet for the State President for approval at least three (3) weeks in advance of the convention.

4. Present an itemized list of the convention expenses to the State President and Executive immediately following the convention.

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C. Treasurer shall

Furnish the Credentials Chair with a list of clubs in good standing and the number of accredited delegates for each club, immediately preceding the opening of the convention.

D. The Credentials Chair shall

Present her report to the State President and the delegates at the beginning of the convention for their approval.

7. **Only one Office or Appointment**

No person, either by election or appointment, shall hold more than one voting position on the Executive Board unless approved by a two-thirds (2/3) vote of the Board, but in no case shall one person have more than one vote.

8. **Refunds**

Refunds of convention registration fees shall not be allowed except in case of emergencies as decided by the State Convention Credentials Committee. This notice shall be included in the call to the convention.

9. **PROJECT HELP**

PROJECT HELP shall be a separate and special fund of the WSFDW to benefit those members who have been certified as an official candidate for a state office on the Democratic ticket (such as State Representative, State Senator, State Auditor, etc.).

The following criteria shall govern the disbursement of PROJECT HELP funds:

- a. All candidates who receive campaign funds shall be WSFDW members by May 1st of the current year;
- b. Funds shall be disbursed in the even numbered year; except in a case of a special election held in an odd numbered year, then the Executive Board shall be the final authority;
- c. Designated funds shall not be disbursed until after the primary and before the general election;
- d. PROJECT HELP funds may be carried over from one year to the next.

10. **Annual Convention Fee – State Executive Board**

An Executive Board member may have her annual convention/meeting registration fees paid by the State Federation if necessary, as determined by a majority vote of the State President, the three Regional Vice Presidents, and the Treasurer.

Amended June 1999
June 2001
June 2002
July 2006