



Duval County - Jacksonville, Florida

"Growing a network of energized, informed Democratic Women on the First Coast."

DWIN BYLAWS

THE DEMOCRATIC WOMEN'S INFORMATION NETWORK DUVAL COUNTY

Table of Contents

ARTICLE I: NAME	5
ARTICLE II: OBJECTIVE	5
ARTICLE III: STATE AFFILIATION	5
SECTION 1. General and Primary Elections	5
SECTION 3.2. State Dues	6
SECTION 3.3. Convention	6
SECTION 3.4. Regional Council	6
ARTICLE IV: MEMBERSHIP & DUES	7
SECTION 1. Classes of Membership	7
SECTION 2. Code of Ethics	8
ARTICLE V: UNACCEPTABLE CONDUCT	10
SECTION 1. Unacceptable Conduct	10
ARTICLE VI: OFFICERS & THEIR ELECTION	10
SECTION 6.1. Elected Officers	10
SECTION 6.2. Elections and Terms	10
SECTION 6.3. Nominating Committee	11
SECTION 6.4. Vacancies	11
SECTION 6.5 Appointed Officers	11
ARTICLE VII: DUTIES OF OFFICERS	11
SECTION 7.1. President	11
SECTION 7.2. First Vice President	12
SECTION 7.3. Second Vice President	12
SECTION 7.4. Third Vice President	12
SECTION 7.5. Recording Secretary	13
SECTION 7.6. Corresponding Secretary	13
SECTION 7.7. Treasurer	14
SECTION 7.8. Regional Council Representative (RCR)	14
SECTION 7.9. Legislative Liaison	14

SECTION 7.10. Parliamentarian	15
SECTION 7.11. Immediate Past President	15
SECTION 7.12. Chair of Chairs	15
SECTION 7.13. Requirements for All Officers	15
ARTICLE VIII: MEETINGS	15
SECTION 8.1. Regular Meetings	15
SECTION 8.2. Special Meetings	15
SECTION 8.3. Annual Meeting	16
SECTION 8.4. Quorum	16
SECTION 8.5. Democratic Women's Clubs of Florida (DWCF Membership)	16
SECTION 8.6. Use of DWIN Name and Logo	16
ARTICLE IX: BOARD OF DIRECTORS	16
SECTION 9.1. Board Membership	16
SECTION 9.2. The Duties of the Board of Directors	17
SECTION 9.3. Meetings of the Board of Directors	17
SECTION 9.4. Quorum	17
ARTICLE X: STANDING & SPECIAL COMMITTEES	18
SECTION 10.1. Committees	18
SECTION 10.2. Conciliation Committee	18
SECTION 10.3. Special committees	18
SECTION 10.4. Committee Plans	18
SECTION 10.5. Ex-officio Member	18
ARTICLE XI. AMENDMENTS	19
ARTICLE XII. PARLIAMENTARY AUTHORITY	19
ARTICLE XIII. DISSOLUTION	19

ARTICLE I: NAME

The name of this Club shall be The Democratic Women's Information Network (DWIN) of Duval County chartered by the state Club, DEMOCRATIC WOMEN'S CLUB OF FLORIDA, INCORPORATED (DWCF).

ARTICLE II: OBJECTIVE

The objective of this Club shall be:

- 2.1.1 To bring together in common purpose all local Democratic Women's Clubs of the 67 counties of Florida, in particular, Duval County;
- 2.1.2 To sustain our chartered membership with the Democratic Women's Club of Florida with the shared goal of bringing Democratic women and men together to share information on issues, support Democratic candidates, and increase voter registration;
- 2.1.3 To stimulate an active interest in governmental affairs among the Democrats of Florida and to provide a forum for the discussion of public matters;
- 2.1.4 To promote Democratic Party values and be a prominent advocate for legislation that furthers Democratic values;
- 2.1.5 To organize the registered Democratic Women voters of Duval County;
- 2.1.6 To encourage the active participation of women voters in politics and help prepare women to run for elective office;
- 2.1.7 To urge that every Democrat vote and support only DEMOCRATIC candidates whose views align with the DWCF/DWIN platform.

ARTICLE III: STATE AFFILIATION

This club, DWIN, shall be a member club of the DEMOCRATIC WOMEN'S CLUB OF FLORIDA, INCORPORATED. Bylaws of this Club shall comply with the DWCF Bylaws. Any amendments to these Bylaws which are in conflict with the State Bylaws shall be null and void. These Bylaws shall automatically adjust to amendments of the State Club.

SECTION 1. General and Primary Elections

- 3.1.1 This Club shall support all Democratic nominees to the County, State, and National elections. This Club shall not, as an organization, endorse a candidate or candidates in Primary Elections; so doing would constitute a forfeiture of membership in the State Club. As individuals, Club members may support Democratic candidates of their choice in Primary Elections.

SECTION 3.2. State Dues

3.2.1 This Club shall pay state dues as determined by the DWCF board and applicable region per capita dues on **active, student, and lifetime** members to the State Treasurer by the last day of February. Associate Members and Honorary Members are not subject to State nor Region dues. A Club will lose active status for failure to pay State and Region dues.

SECTION 3.3. Convention

3.3.1 This Club shall send delegates and alternates to the Annual State Convention, which is held in the second quarter of the calendar year.

3.3.2 The membership year for delegate purposes shall be January 1 through December 31. Only club members who are current financially or who have paid their club dues on or before the last day of February of each year may be elected to serve as delegates or alternate delegates.

3.3.3 The Club President is automatically a delegate at the Convention. All other Delegates and alternates shall be elected on the basis of one delegate and one alternate for every five (5) members, but not fewer, based on the paid membership number of each Club on the last day of February.

3.3.4 To ensure participation in the convention, an agreed-upon financial subsidy will be provided for people attending the conference.

SECTION 3.4. Regional Council

3.4.1 This Club shall be a member of the Council in the Region where the Club is located. Region dues shall be a minimum of one dollar (\$1) per capita. Annual Region Dues per member for whom we submit state dues shall be for full, student, and lifetime members. Associate and Honorary members are not included. Dues must be paid by February 28th of each year. The officers of the Council shall be the Regional Chair, Regional Vice Chair, Regional Secretary-Treasurer, or the Regional Secretary and Regional Treasurer. The Club President, Club First Vice President, and one elected member from each club in the Council shall be the voting members. Meetings of the Council shall be held no less than two times a year.

3.4.2 Additional meetings may be held by the Council and may be called by the Chair, or at the written request of five Council Members. Twenty percent (20%) of the members shall constitute a quorum.

3.4.3 This Club shall report to its Regional Chair quarterly, completing the official form. The Delegates of each Region in Caucus at the State Convention held in the odd numbered calendar years shall nominate and elect a Regional Chair and Regional Vice Chair.

ARTICLE IV: MEMBERSHIP & DUES

SECTION 1. Classes of Membership

- 4.1.1 For all members, proof of Democratic registration shall be presented. Membership in this Club shall be available without regard to race, color, creed, age, sex, national origin, **sexual orientation or identity**. All members shall comply with the provisions of the Club and State Bylaws.
- 4.1.2 Payment of State and Regional Membership Dues
 - a. Active and life members shall pay 10 dollars (\$10.00) State dues. Student dues shall be 6 dollars (\$5.00 State; \$1.00 Regional).
 - b. Members who have not submitted payment to their local club by **January 31st** shall be dropped from the club's membership roster. Under no circumstances shall a club be permitted to include non-paid members with the membership list.
 - c. The local clubs are responsible for paying State and Regional dues for Life Members
- 4.1.3 Active Membership
 - a. Active Members shall be those members whose dues are current. Active members shall hold active membership in only one local women's club.
 - b. Active members shall be accorded all rights and privileges including the holding of elective office and voting. Active members are to be included in the computation of delegates to the State Convention.
 - C. **Active membership dues shall be forty dollars (\$40.00) per year. New members shall pay fifty (\$50.00); forty dollars (40.00) plus a one-time ten-dollar fee for a DWIN badge.**
- 4.1.4 Associate membership
 - a. Associate members shall be those who have designated another women's club as their parent club.
 - b. Associate members shall be accorded with all rights and privileges except the holding of elective office and voting. Associate members may not be counted with the membership used as a basis for computation of delegates to the State Convention.
 - c. Associate membership dues shall be thirty dollars (\$30.00) per year.
- 4.1.5 Life Membership
 - a. Life Membership may be bestowed upon any member of the DWCF in good standing, who by virtue of statewide leadership and capability has proven dedication to the principles and aims of the DWCF.
 - b. They shall have voting rights, can be counted with the membership used as a basis for computation of delegates to the State Convention, and be eligible to hold elective office.

- c. Life members can be bestowed at the County and State levels of DWCF. The local clubs are responsible for paying State and Regional dues for Life Members.
- 4.1.6 Honorary membership
 - a. Honorary membership may be bestowed upon any Club member in good standing for distinguished or extraordinary service to the community, state, or nation or any unusual or meritorious service or attainment.
 - b. Recommendation for Honorary membership shall be submitted to the Club President for presentation to the Board of Directors, which shall review and make appropriate recommendation to the general membership. A two-thirds (2/3) vote shall be required.
 - c. **Honorary members shall not pay dues.** Pursuant to the State Bylaws, Honorary members shall have no voting rights, are not counted toward delegates to the State Convention, and may not hold elective office.
- 4.1.7 Student membership
 - a. A student member shall be a student who is a registered voter (i.e., 18 years of age) and shall be attending an accredited high school, college, or university, with a valid student ID.
 - b. Student members shall hold membership in only one club and may be accepted from areas with no local clubs.
 - c. Each local club shall determine how much, if any, local dues a Student member shall pay. DWIN local dues shall be twenty dollars (20.00) per year.
 - d. Student members may be counted with the membership used as a basis for computation of delegates to the State Convention.

SECTION 2. Code of Ethics

- 4.2.1 It is the duty of every Club member to protect the Club against fraud, misrepresentation, or any unethical practice.
- 4.2.2 Conduct
 - a. The spirit of fair dealing, cooperation, and courtesy shall govern relations **between** members of the Club. Upon becoming a member, an individual assumes an obligation to conduct herself/himself in accordance with these ideals.
 - b. Any member violating this CODE OF ETHICS shall be reported to the Club President. By a two-thirds (2/3) vote of the Club Board of Directors, the member shall be subject to reprimand or removal from membership.
 - c. Roberts Rules of Order, Newly Revised, shall cover the DWIN in all cases to which they are applicable and in which they are not in conflict with these Bylaws.
- 4.2.3 Meetings

No unscheduled meetings may be held without due and timely notice to all members via mail, telephone or **electronic means such as e-mail or fax.** This does not preclude

emergency meetings, which can be held provided that all reasonable attempts to reach members have been taken. This also includes all board meetings.

4.2.4 Public Image

- a. Any local DWIN Club member or officer may speak or write for public distribution on any topic, using only his or her own name.
- b. DWIN members or officers wishing to use the name of their local club, in addition to their own name, must have the approval of the members of the Board of Directors of their club prior to issuing their statement. "Approval" shall be by majority vote of the members of the Board of Directors of their club. Approval may be by a poll of the Board by telephone or other electronic means.
- c. The DWIN logo may be used by local Officers or other persons they authorize to do so for the interest and business of DWIN.
- d. Logos cannot be used for the purposes of profit.
- e. Advertising events and meetings of other organizations is discouraged in any DWC publication, without approval from the DWC Board. Events from other organizations can be announced or posted at the end of each membership meeting.

4.2.5 Membership Activity

- a. Members may join any DWCF chartered club and are not bound to join the "local" club.
- b. Members who move to another area/club more than three (3) months prior to the annual state Convention shall be included in their new club's membership tally in determining delegate representation.
- c. Club Membership lists are to be protected for privacy. The Club shall determine a process to allow, or not allow the distribution of their membership list. If the Club chooses to allow distribution, requests are to be only for Club business/promotion (e.g., no outside solicitation). Any use of the Club membership list outside of routine club business will be brought before the membership for approval and will offer a provision for individuals to opt out.

4.26 Club Bond

- a. Chartered clubs may purchase a bond to cover the president and the treasurer in an amount sufficient to meet the needs of the club as determined annually by the club's Financial Review or Budget Committee.

ARTICLE V: UNACCEPTABLE CONDUCT

SECTION 1. Unacceptable Conduct

5.1 Unacceptable conduct is vigorously prohibited by the Democratic Women's Club of Florida. Unacceptable conduct includes but is not limited to:

- a. Physical or sexual assault or violent threats toward others.
- b. Harassment, including but not limited to, sexual harassment, online harassment, threats of any action directed toward a member that violates the membership policies or are covered by law.
- c. Use of racial slurs or other derogatory language regarding gender, gender identity and/or expression, ethnic **or** national origin, religion, age, sexual orientation or disability.
- d. Embezzling or misdirecting funds, membership lists or other assets for activities not authorized by the responsible party.
- e. Fraud, libel, defamation or illegal activity of any kind in the conduct of DWCF business.
- f. Illegal or unethical professional conduct outside of the DWCF if that misconduct could significantly damage the DWCF, its members or its assets.
- g. Knowingly and maliciously misrepresenting the DWCF or using your position for personal advancement.

ARTICLE VI: OFFICERS & THEIR ELECTION

SECTION 6.1. Elected Officers

6.1.1 The elected officers of the Club shall be President, First Vice President, Second Vice President, Recording Secretary, and Treasurer.

SECTION 6.2. Elections and Terms

- 6.2.1 Elected officers shall be elected by ballot every other year in odd-numbered years in the month of November following the convention; however, if there is but one nominee for any office, the vote shall be taken by voice.
- 6.2.2 Officers shall assume their official duties in January and shall serve for a term of two years and until the election and qualification of their successors.
- 6.2.3 A person shall not be eligible to serve more than two consecutive terms in the same office.

SECTION 6.3. Nominating Committee

- 6.3.1 There shall be a nominating committee composed of three members, one of whom shall be selected by the Board of Directors who shall be the chair, and two of whom shall be elected by the Club at a regular meeting at least one month prior to an election.
- 6.3.2 The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the November meeting at which time additional nominations may be made from the floor. All nominees must have a basic understanding of spreadsheets, WORD documents, use of social media, and digital communications. All nominees must be members in good standing with full state dues paid by January 31st.

SECTION 6.4. Vacancies

- 6.4.1 In the event that the office of President becomes vacant, the Vice Presidents, in their order shall fill the vacancy. All other vacancies shall be filled by the Board of Directors, by majority vote.
- 6.4.2 If it becomes necessary to remove the President—or any elected officer—from office, the Club membership shall vote, by a 2/3 vote (a quorum being present) at a regular, specially called meeting to remove the Officer. In the case of the President, the appropriate Vice President shall immediately ascend to the office of President. Other Officer(s) removed from office shall be filled by the Board of Director by majority vote.
- 6.4.3 Removal of an appointed officer shall be at the discretion of the President with approval of the Board.

SECTION 6.5 Appointed Officers

- 6.4.1 The appointed officers shall be Corresponding Secretary, Parliamentarian, Legislative Liaison, Regional Representative, and Chair of Chairs; and shall be appointed by the President.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 7.1. President

- 7.1.1 The President shall preside at all meetings of the Club and the Board of Directors and shall represent the DWIN at public functions where possible.
- 7.1.2 The President shall appoint the appointed officers, the chairs of all standing and special committees, and make such other appointments as are necessary. All appointments shall be subject to the approval of the Board of Directors.

- 7.1.3 The President shall sign all checks and contracts of the Club; shall report to the Regional Council Chair quarterly, completing the official form, and shall perform such other duties as may be prescribed in these Bylaws or assigned to her by the Club or by the Board of Directors.
- 7.1.4 The President shall coordinate the work of the officers and committees of the Club in order that the objectives may be promoted.

SECTION 7.2. First Vice President

- 7.2.1 The First Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to act. Should a vacancy occur in the office of President, the First Vice President shall fill the vacancy.
- 7.2.2 The First Vice President shall be the Chair of the Program Committee. She/he shall perform any other duties assigned by the President, Board of Directors or general membership.

SECTION 7.3. Second Vice President

- 7.3.1 The Second Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that Officer to act and the absence or inability of the First Vice President to act. Should a vacancy occur in the office of the President and the First Vice President is unable to fill the vacancy, the Second Vice President shall fill the vacancy.
- 7.3.2 The Second Vice President shall be Chair of the Membership Committee. She/he shall perform any other duties assigned by the President, Board of Directors or general membership.

Section 7.4. Third Vice President

- 7.4.1 The Third Vice President shall be elected by the membership at the State Convention in odd-numbered years.
- 7.4.2 To be elected Third Vice President, a person must have served at least two (2) terms as a Region Chair and have aided in starting at least one club during her/his tenure as Region Chair. Third Vice President must have served at least one term as President of a local club.
- 7.4.3 The duties of the Third Vice President shall be:
 - a. To serve as the Chair of the Region Chairs;
 - b. To assist individual Region Chairs with matters in their Region they may not have been able to resolve;

- c. To represent the Region Chairs at meetings comprised of the Senior Elected Officers Executive Board (DWCF President, First, Second and Third Vice Presidents, Treasurer & Secretary);
- d. To share best practices amongst the Regions.
- e. To aid in the growth of new clubs in all Regions.

SECTION 7.5. Recording Secretary

- 7.5.1 The Recording Secretary shall record the minutes of all meetings of the Club and the Board of Directors and send the President a copy within ten (10) days after all meetings. A tape recorder may be used by the Secretary if desired. She/he shall keep records of all standing rules and amendments to the Bylaws adopted by the Club. She/he shall perform other duties as delegated.

SECTION 7.6. Corresponding Secretary

- 7.5.1 The Corresponding Secretary shall assist the President in all correspondence pertaining to the Club; and keep accurate files of all correspondence and serve as editor of the newsletter.

SECTION 7.7. Treasurer

- 7.7.1 The Treasurer shall have custody of all the funds of the Club; she/he shall deposit all monies into a checking or savings account in the bank as the Club may direct. She/he shall disburse funds only by authorization of the Club or Board of Directors, except for amounts up to **five hundred dollars (\$500)**.
- 7.7.2 The signature of the President and Treasurer shall be required on all checks and withdrawals.
- 7.7.3 The Treasurer shall keep an accurate, itemized account of all receipts and disbursements. She/he shall submit a report of results at each meeting of the Club and Board of Directors; after which it shall be filed for audit. A copy of this report shall be given to the Recording Secretary for the minutes and to the President.
- 7.7.3 The Treasurer shall keep a current list of all paid members and see that the State dues are paid by **February 28th** of each year. The current list of all paid members shall be given to the Recording Secretary for her records, the Membership Chair, and to the President. The Treasurer shall send four copies of the membership list to the State Treasurer by **February 28th** of each year.
- 7.7.4 The Treasurer's account shall be examined annually by a Financial Review Committee of not less than three members. The financial review committee shall be appointed by the Board of Directors at least two weeks before the annual meeting. When the Committee is satisfied that the Treasurer's annual report is correct, a statement of approval signed by all members shall be appended to the report. A copy of the annual report shall be given to the Recording Secretary for her files and to the President.
- 7.7.5 In any given year, the Treasurer shall be bonded with an amount of coverage higher than the expected balance of the Treasury.

SECTION 7.8. Regional Council Representative (RCR)

- 7.8.1 The Regional Council Representative shall attend all regional meetings and make reports to the organization.
- 7.8.2 Within two weeks of an attended event, the RCR shall submit to the Board of Directors a written report of the decisions made that have the potential to affect DWIN.
- 7.8.3 The RCR shall receive an agreed-upon subsidy for travel expenses.

SECTION 7.9. Legislative Liaison

- 7.9.1 The Legislative Liaison shall attend and participate in State legislative calls/meetings and make reports to the organization.

- 7.9.2 Within two weeks of an attended event, the Legislative Liaison shall submit to the Board of Directors a written report of the decisions made that have the potential to affect DWIN.
- 7.9.2 The Legislative Liaison shall receive an agreed-upon subsidy for travel expenses.

SECTION 7.10. Parliamentarian

- 7.10.1 The Parliamentarian shall serve at the pleasure of the President on Parliamentary procedures. She/he shall also give advice to other officers, committees, and members of the Club upon request.

SECTION 7.11. Immediate Past President

- 7.11.1 The immediate past President shall serve as an advisor to the President and to the Board of Directors. She/he shall serve as Chair of the Grievance Committee.

SECTION 7.12. Chair of Chairs

- 7.12.1 The Chair of Chairs shall facilitate meetings with all committee chairs for purposes of planning and successful delivery of all Club programs, activities, and events.

SECTION 7.13. Requirements for All Officers

- 7.13.1 All Officers shall perform the duties prescribed by the parliamentary authority in addition to those outlined in these Bylaws and the State Bylaws and those assigned from time to time and deliver to the successor all official material not later than ten (10) days following the election of their successor.

ARTICLE VIII: MEETINGS

SECTION 8.1. Regular Meetings

- 8.1.1 Regular meetings of the Club shall be held on the fourth Wednesday in odd-numbered months (January, March, May, July, September, and November) at a designated location unless otherwise provided by the Club or by the Board of Directors. Ten (10) days' notice shall be given.
- 8.1.2 July Regular Meetings are optional except in an election year.

SECTION 8.2. Special Meetings

- 8.2.1 Special meetings, including teleconferences, may be called by the Board of Directors, as needed, preferably with ten (10) days' notice.

SECTION 8.3. Annual Meeting

- 8.3.1 The fifth meeting of the calendar year, held in November, will serve as the annual meeting.

SECTION 8.4. Quorum

- 8.4.1 Twenty percent (20%) of the members shall constitute a quorum.

SECTION 8.5. Democratic Women's Clubs of Florida (DWCF Membership)

- 8.5.1 The Democratic Women's Information Network (DWIN) Bylaws best fit the needs of our Club and are compliant with the Bylaws of the DWCF.
- 8.5.2 DWIN Bylaws shall be sent electronically to the State Bylaws Chair for evaluation, giving the Bylaws Chair at least fourteen (14) calendar days to review and respond. Once approved by the State Bylaws Chair, these Bylaws shall be provided electronically to the Region Chair and returned for our records.

SECTION 8.6. Use of DWIN Name and Logo

- 8.6.1 Any DWIN member or officer may speak or write for public distribution on any topic, using only his or her own name.
- 8.6.2 DWIN members or officers wishing to use the DWIN name, in addition to their own name, must have the approval of the Board prior to issuing their statement. Approval shall be by majority vote of the members of the Board, obtained by poll via telephone or e-mail.
- 8.6.3 The DWIN logo may be used by Club leaders solely for the interest and business of DWIN, not for any other purposes.
- 8.6.4 The DWIN logo may be used by Officers or other people they authorize to do so for the interest and business of DWIN.
- 8.6.5 Logos cannot be used for the purposes of profit.
- 8.6.6 Roberts Rules of Order, Newly Revised, shall cover the DWIN in all cases to which they are applicable and in which they are not conflict with these Bylaws.

ARTICLE IX: BOARD OF DIRECTORS

SECTION 9.1. Board Membership

- 9.1.1 The Board of Directors shall consist of the elected and appointed officers, chairs of standing and special committees, and the immediate past President. The members of the Board of Directors shall serve until the election and qualification of the successors.

SECTION 9.2. The Duties of the Board of Directors

9.2.1 The duties of the Board of Directors shall be:

- a. To transact necessary business in the intervals between Club meeting and such other business as may be referred to it by the Club;
- b. To approve the plans of work of the standing special committees;
- c. To appoint a Financial Review Committee at least two weeks before the annual meeting to review the Treasurer's books;
- d. To prepare and submit to the Club for approval a budget for the fiscal year;
- e. To approve routine bills within the limits of the budget;
- f. To authorize expenditures by the Board of Directors which shall not exceed **five hundred dollars (\$500)**—excess shall be voted on by the Club;
- g. To present a report at the regular meetings of the Club;
- h. To select one member of the nominating committee who shall be the chair; and
- i. Determine the appropriate Club response in the case of illness, death or serious incident regarding a member of their immediate family.

SECTION 9.3. Meetings of the Board of Directors

- 9.3.1 Regular meetings of the Board of Directors may comprise face-to-face meetings and teleconferences. They shall be held monthly, with up to 5 days' notice, at the call of the President or by requests of any five (5) members of the Board. A minimum of 10 Board meetings a year shall be held.
- 9.3.2 Special meetings of the Board of Directors may be called by the President or by a majority of the members of the Board.
- 9.3.3 The Board may transact business by mail, telephone, electronically, or virtually (via an internet-based video service such as zoom), or **other electronic means**.

SECTION 9.4. Quorum

- 9.4.1 A majority of the Board of Directors shall constitute a quorum to transact the business of the Board.

ARTICLE X: STANDING & SPECIAL COMMITTEES

SECTION 10.1. Committees

- 10.1.1 There shall be the following Standing Committees appointed by the President: Hospitality, Telephone and Membership; Publicity and Social Media; GOTV; Budget; Financial Review and Finance; Legislative and Political Education, Nominating, Elections and Ways and Means. DWCF committees include Rules; Archives & History; Credentials; Resolutions; Conventions; Platform; Campaign Screening; Diversity, Equity, Inclusion & Accessibility; Political Committee Chair and Election Committee. Description/responsibilities for these Standing Committees can be found in the DWCF Handbook.
- 10.1.2 The President shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 10.2. Conciliation Committee

- 10.2.1 The Conciliation Committee shall be composed of the three immediate past Presidents of the Club. The immediate past President shall serve as Chair.
- 10.2.2 The course of action recommended by the committee shall be reported to the Board of Directors for disposal with a two-thirds (2/3) vote of approval. The decision of the Board shall be final.
- 10.2.3 In the event of grievance, the grievance committee shall afford all involved due process.

SECTION 10.3. Special committees

- 10.3.1 The President shall appoint such other Special Committees as deemed necessary to carry out the work of the Club.
- 10.3.2 Appointed Officers shall be appointed for one year. The President may reappoint or change any appointed officer after one year.

SECTION 10.4. Committee Plans

- 10.4.1 The Chair of each standing and special committee shall present a plan of work to the Chair of Chairs, then to the Board of Directors for approval.
- 10.4.2 Each committee shall submit an annual budget to the Board of Directors for approval and only spend up to the amount authorized.

SECTION 10.5. Ex-officio Member

- 10.5.1 The President shall be an ex-officio member of all committees, except the nominating committee.

ARTICLE XI. AMENDMENTS

- 11.1.1 Bylaws may be amended or revised by a two-thirds (2/3) vote of the members attending a meeting.
- 11.1.2. Amendments to the Bylaws shall be submitted to the President and the Chair of the Bylaws Committee no later than sixty (60) days before the Convention. All members of the Board of Directors shall receive a copy of proposed amendments no later than thirty (30) days before the Convention. Any proposed amendments not submitted according to the foregoing time limits may only be passed by UNANIMOUS vote of the Convention delegates.
- 11.1.3. Amendment changes shall take effect following the close of the Convention during which the amendments were adopted
- 11.1.4. The BOD shall have the power to edit publications of the Bylaws as to correctness of spelling, punctuation, rephrasing, replacement of Articles or sections and revising of related sections to correspond with adopted amendments, provided the editing is not inconsistent with the fundamental Meaning of the Article or Section.

ARTICLE XII. PARLIAMENTARY AUTHORITY

- 12.1.1 Roberts Rules of Order, Newly Revised, shall govern the Democratic Women's Information Network (DWIN) in all cases to which they are not in conflict with the DWCF, Inc. Bylaws.

ARTICLE XIII. DISSOLUTION

- 12.1.1 No person, firm or corporation shall ever receive any dividend or profits from the undertaking of this corporation; and upon dissolution of this organization, all of its assets remaining after payment of all cost and expenses of such dissolution shall be disseminated according to the DWCF, Inc.
- 12.1.2 If, for any reason, this club shall seek to exist, all funds in the treasury shall revert to the Democratic Women's Club of Florida, Incorporated.

BYLAWS APPROVED**DATE**

Ingrid Montgomery

Club President

July 15, 2025

Date

Kelly McBride

Club Secretary

July 15, 2025

Date

Melissa Haussman

Bylaws Committee Chair

July 15, 2025

Date