

BYLAWS OF THE HISTORIC TRIANGLE DEMOCRATS

ARTICLE I. NAME

Section 1.

The name of this organization shall be the Historic Triangle Democrats, hereafter referred to as "the Committee."

ARTICLE II. ORGANIZATIONAL AUTHORITY AND PURPOSE

Section 1.

The Committee is organized under the authority of and in accordance with the Code of Virginia and the Party Plan of the Democratic Party of Virginia currently in effect.

Section 2.

The purpose of the Committee shall be to conduct the affairs of the Democratic Party of Virginia in the cities of Williamsburg and Poquoson and the counties of James City and York (hereafter referred to as "the four localities"). The Committee shall identify, recruit, and nominate candidates for local office and provide them with the training and support required to run competitive campaigns. The Committee shall encourage registration and voting by qualified residents of the four localities. The Committee shall adhere to, and implement, the policies contained in the Democratic National Committee Charter and the Party Plan of the Democratic Party of Virginia.

Section 3.

The Committee shall raise funds for the Democratic Party and its candidates for office.

ARTICLE III. MEMBERSHIP

Section 1.

The Committee shall be reorganized as prescribed by the Party Plan of the Democratic Party of Virginia. The Committee may hold a caucus to reorganize on a Saturday or a weekday evening.

Section 2.

Membership shall be limited to those persons qualified to vote in the four localities who believe in the principles of the Democratic Party and apply to join the Committee. Only members in a locality may vote to nominate candidates in elections specific to that locality.

There shall be two types of membership:

Voting Members. Voting members are expected to attend meetings and vote on Committee business. Should any Voting Member of the Committee fail to attend

three consecutive meetings that are not excused by the Chair, such person shall be changed to Supporting Member status. Only Voting Members are eligible to hold office in the Committee.

Supporting Members. Individuals who desire to be involved with the Committee, but do not want or are not eligible for voting membership, may become Supporting Members. Supporting Members may participate in Committee meetings and are eligible to participate on committees and in events. Any Supporting Member who wants to be a Voting Member may gain or regain Voting Member status by attending three meetings and applying to the Committee.

Section 3.

Applications for membership in the Committee may be voted upon at the reorganization meeting. Between reorganization meetings, applications for membership will be accepted and voted on by the membership.

Section 4.

Democratic elected officials representing the localities of the Historic Triangle Democrats at the local, state, and federal level are considered ex-officio members of the Committee. They are eligible to participate in all Committee functions and have full voting privileges on Committee business.

Section 5.

No member of the Executive Board shall publicly support, endorse, or assist a candidate in a contested Democratic primary.

Section 6.

The Committee may remove from both office and membership, by a majority of those eligible, present, and voting, any person found guilty of neglect of any duty imposed upon him or her.

ARTICLE IV. ELECTED OFFICERS

Section 1.

At the reorganization meeting or the subsequent meeting, the Committee shall elect all officers. Only registered voters in that locality are eligible for the offices that are specific to a particular locality.

Officers of the Committee and their duties shall be:

Chair

- Run meetings
- Serve as liaison to other committees and state and national parties
- Develop an annual strategic plan for the Committee
- Represent and speak for the Committee to other organizations, the media, and the public
- Provide guidance to Vice Chairs and committees

Vice Chair, Williamsburg

- Run meetings when the Chair is not available
- Manage all business for Williamsburg that must, either by law or Party Plan, remain separate from the joint affairs of the Committee
- Assist the Chair in the administration of committee duties
- Act as liaison to the Williamsburg Registrar
- Assist the Williamsburg-James City Vice Chair for Campaigns on the applicable election, voting, and campaign rules in the city as needed.
- Manage process of candidate recruitment for local offices.
- Oversee process to nominate members of the Williamsburg Electoral Board
- Manage outreach efforts in Williamsburg

Vice Chair, James City County

- Run meetings when the Chair is not available
- Manage all business for James City County that must, either by law or Party Plan, remain separate from the joint affairs of the Committee
- Assist the Chair in the administration of committee duties
- Act as liaison to the James City County Registrar
- Assist the Williamsburg-James City County Vice Chair for Campaigns on the applicable election, voting, and campaign rules in the County as needed
- Manage process of candidate recruitment for local offices
- Oversee process to nominate members of the James City County Electoral Board
- Manage outreach efforts in James City County

Vice Chair, York County

- Run meetings when the Chair is not available
- Manage all business for York County that must, either by law or Party Plan, remain separate from the joint affairs of the Committee
- Assist the Chair in the administration of committee duties
- Act as liaison to the York County Registrar
- Assist the York-Poquoson Vice Chair for Campaigns on the applicable election, voting, and campaign rules in the County as needed
- Manage process of candidate recruitment for local offices
- Oversee process to nominate members of the York County Electoral Board
- Manage outreach efforts in York County

Vice Chair, Poquoson

- Run meetings when the Chair is not available
- Manage all business for Poquoson that must, either by law or Party Plan, remain separate from the joint affairs of the Committee
- Assist the Chair in the administration of committee duties
- Act as liaison to the Poquoson Registrar
- Assist the York-Poquoson Vice Chair for Campaigns on the applicable election, voting, and campaign rules in the city as needed
- Manage process of candidate recruitment for local offices

- Oversee process to nominate members of the Poquoson Electoral Board
- Manage outreach efforts in Poquoson

Vice Chair for Media and Communications

- Serve on committee to determine media and communications strategy
- Execute media and communications strategy via website updates, emails and newsletters, submissions to local media and calendars, and posts on Facebook
- Assist with messaging and strategy for communications for other committees

Vice Chair for Campaigns (Williamsburg-James City County)

- Serve as liaison to campaigns during election cycle
- Communicate with elected officials
- Organize coverage for the polls for Election Day
- Cultivate and maintain a cadre of Precinct Captains for each precinct of Williamsburg and James City County

Vice Chair for Campaigns (York County-Poquoson)

- Serve as liaison to campaigns during election cycle
- Communicate with elected officials
- Organize coverage for the polls for Election Day
- Cultivate and maintain a cadre of Precinct Captains for each precinct of York and Poquoson

Vice Chair for Membership & Data Management

- Run a membership drive every year
- Set goals for membership and develop a plan to achieve them
- Maintain up-to-date membership records and contact information for email subscribers
- Identify local affinity groups and lead the process of incorporating them into committee activities

Vice Chair for Events and Hospitality (Williamsburg-James City County)

- Plan and organize events for the Committee and candidates in Williamsburg and James City County

Vice Chair for Events and Hospitality (York County-Poquoson)

- Plan and organize events for the Committee and candidates in York and Poquoson

Special Projects Coordinator (Williamsburg-James City County)

- Provide logistical assistance for elections, events, and programs

Special Projects Coordinator (York County-Poquoson)

- Provide logistical assistance for elections, events, and programs

Secretary

- Maintain notes and records of meetings
- Manage outside correspondence

Treasurer

- Maintain financial records
- Develop an annual budget and ensure compliance
- Provide financial reports at Committee meetings
- File reports as required by Virginia Department of Elections and/or the Federal Elections Commission

Young Democrats Liaison

- Coordinate with Young Democrat chapters and school and university Democratic chapters.
- Mobilize young people to participate in the electoral process to elect Democrats.

Volunteer Coordinator

- Recruit, train, and manage volunteers. Provide support and supervise volunteers.

Executive Board Member At-Large for Williamsburg and James City County

This position can be assigned to any person or persons who take on duties to assist the executive board in Williamsburg or James City County.

Executive Board Member At-Large for York and Poquoson:

This position can be assigned to any person or persons who take on duties to assist the executive board in York County or Poquoson.

Section 2.

During the officers' terms, vacancies for these offices and all other vacancies will be appointed by the Executive Board and elected at the next regularly scheduled meeting, provided that seven days written notice is given to the membership.

ARTICLE V. EXECUTIVE BOARD**Section 1.**

The Executive Board shall consist of the 19 Committee officers.

Section 2.

The Executive Board shall meet at the direction of the Chair to plan the business of the Committee and to take action when necessary between committee meetings. A quorum of more than 50% of Executive Board members is required to act. Meetings and actions may take place in person or electronically (phone, video, email, or text).

All members of the Executive Board shall be notified of any proposed meeting or action.

Section 3.

The Chair or the Chair's designee shall have authority to speak on behalf of the Committee. The Chair or the Chair's designee shall not speak on behalf of the Committee on any issue not clearly stated in the Committee's Bylaws or Core Beliefs without first taking a vote of the Executive Board.

ARTICLE VI. STANDING COMMITTEES

Section 1.

Committees may be formed by the Executive Board. The Chair and each Vice Chair shall have the authority to create committees to assist in the duties of the position.

ARTICLE VII. SPECIAL COMMITTEES

Section 1.

In January of each year, the Chair shall appoint an Audit Committee consisting of at least two Committee members, not including the Treasurer. This committee shall audit the previous calendar year financial records and provide a report to the Committee by March 31st of each year.

Section 2.

The Chair may appoint special committees or work groups as needed to support the accomplishment of the Committee's action plans.

ARTICLE VIII. MEETINGS

Section 1.

The Committee shall meet at regular times and dates set at the reorganization meeting or on a schedule as amended by the Executive Board.

Section 2.

Special meetings of the Committee shall be held upon the call of the Chair or upon receipt by the Chair of a written request signed by at least ten members of the Committee. At least seven days written notice shall be given of any such special meeting.

Section 3.

All meetings of the Committee shall be public.

Section 4.

The use of proxies at any Committee meeting is prohibited.

ARTICLE IX. FINANCIAL POLICIES

Section 1.

Each member of the Committee shall be asked to contribute annual dues as approved at the first meeting of each year. These dues shall be voluntary and shall not be used to determine who may vote on Committee business.

Section 2.

The Committee will approve an annual budget that establishes maximum expenditure allowances for each expense category no later than March 31 of each year. Until such time as a new budget is approved, the Committee shall operate under the previous year's budget.

Section 3.

The Chair or Treasurer may approve expenses that fall within the maximum category allowances established in the annual budget.

Section 4.

The amount budgeted in any expense category may be amended by the Executive Board during the year as the need arises as long as the total amount of the budget is not exceeded.

At no time shall expenditures exceed cash on hand.

ARTICLE X. AMENDMENTS

Section 1.

These Bylaws may be amended by a two thirds majority of those members present at any meeting of the Committee, provided that the members of the Committee are provided at least seven days advance notice of the proposed amendment.