

Kane County Democratic Women of Illinois

Bylaws

With Amendments 1-3

Article I Name

Section 1. The name of this organization shall be Kane County Democratic Women of Illinois (KCDW).

Article II Object

Section 1. The purpose of this organization shall be to engage women in the political process; to encourage and support women running for office; and to provide educational forums on issues important to the Kane County Democratic Women.

Section 2. This organization shall take no part in endorsing any candidate over another in any primary election, nor shall any member or officer be permitted to do so in the name of the organization.

Article III Membership

Section 1. Any Kane County or adjacent township resident, who will support the mission of the Kane County Democratic Women, may become a member of this organization.

Section 2. A member in good standing is one who meets the requirements of Article III, Section 1, and has paid membership dues for the current year.

Article IV Officers and Elections

Section 1. The officers of this organization shall be a Chair, Vice Chair, Secretary, and Treasurer.

Section 2. All officers shall serve an elected term of two years with the privilege of running for two additional terms in the same office. No officer may serve more than three consecutive terms in the same office. Officers may seek the same office again but must wait one fiscal year before their name may be submitted to the Nominating Committee for consideration.

Section 3. No one shall be eligible for elected office until that member has been a member of KCDW for the year preceding the election. Only persons who are in good standing prior to the Annual Election shall be eligible to hold office.

Section 4. The Chair shall select a Nominating Committee of three (3) members of the organization who shall prepare a slate of officers to present to the membership two months before said meeting. Voting shall be by ballot if there are two or more candidates for any position.

Section 5. If the Nominating Committee cannot find a suitable candidate for office, the existing elected Officer may continue in that position until the next Annual Meeting.

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Section 6. Only members who are in good standing ten (10) business days before the Annual Meeting, whose membership dues have been paid for the current year, and who are 18 years or older shall be eligible to vote. A majority of the voting membership shall constitute a quorum for the Annual Meeting. Votes may be tendered in person or by proxy.

Section 7. In the event of a vacancy in the office of Chair, a special election will be held within 30 days according to the nominating process in Article IV, Section 5. In the event of a vacancy in any other office, the Chair shall appoint a person to fill that office until the next Annual Meeting.

Section 8. Except upon a vote by the membership after a motion from the floor, the Chair of the Nominating Committee and one other member of the Nominating Committee shall be the presiding officer and secretary of the meeting. In the event of a tie, the Chair of the Nominating Committee will assign heads or tails to the candidates, and the election will then be decided by the flip of a coin.

Section 9. Upon election, an Officer assumes the office to which elected. A ceremonial installation of Officers may be held on the same or a later date.

Section 10. The names and contact information of Officers will be sent by the Secretary to the designated officer of Illinois Democratic Women.

Article V Executive Board

Section 1. The Executive Board shall consist of the elected officers and appointed chairs of the standing committees. The Executive Board shall have the responsibility for the oversight of the affairs of the organization.

Section 2. The Chair may call meetings of the Executive Board and/or by the written request of two members of the Executive Board upon ten (10) business days' notice to the Secretary.

Section 3. A majority of the members of the Executive Board shall constitute a quorum.

Article VI Duties of Officers

Section 1. The duties of the Chair shall be to preside at all meetings of the organization and of the Executive Board, appoint the chairs of standing and special committees, and coordinate all aspects of the organization's operation. The Chair shall be a member ex-officio of all committees except the Nominating Committee

Section 2. In the temporary absence of the Chair, the Vice-Chair shall perform the duties of that office and will also serve as the Chair of the Membership Committee. The Vice-Chair shall send dues notices, issue membership cards, and keep an accurate list of members in good standing.

Section 3. The Secretary shall keep accurate minutes in permanent form of the business at each meeting of the organization and of the Executive Board. The Secretary is the custodian of the records, papers, and correspondence of the organization.

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Section 4. The Treasurer is custodian of all funds of the Kane County Democratic Women and shall collect, hold, and pay out such funds as directed by the organization. The Treasurer shall keep accurate books of all accounts open to inspection and file required financial reports to the state of Illinois as required. The Treasurer shall give an itemized report of receipts and disbursements at Membership meetings and also submit in writing an itemized annual report of receipts and disbursements. The books of the Treasurer may be reviewed within one month after the Annual Meeting by request of the Executive Board.

All checks drawn on the account of the Kane County Democratic Women of Illinois shall bear the signatures of two of the following officers: Chair, Vice-Chair, Treasurer, or Secretary.

The Treasurer or the Chair may spend a maximum of \$150.00 from the account of the Kane County Democratic Women of Illinois without seeking authorization of the Executive Board.

Section 5. There shall be at least 6 regular meetings of the Executive Board annually.

Article VII Standing Committees

Section 1. **Committees** shall work in collaboration as needed and each according to its own guidelines. Each standing committee shall develop standards and guidelines by which it operates. These shall be made available to the membership at large.

Section 2. **Standing Committees:**

- **Event Committee** shall be responsible for all educational forums. A subcommittee for each individual forum will be formed and overseen by the Event Committee. These should be varied and in harmony with the mission and values of the organization and of interest to the members.
- **Membership Committee** shall maintain communication with the membership, develop informal networking opportunities, and secure new members.
- **Public Relations/Media Committee** shall be responsible for disseminating all news and activities of the organization through press releases, radio and television, website, electronic media, and other media, and for keeping a printed and electronic record of those postings.
- **Fundraising Committee** shall devise ways and means of supplementing the budget as necessary. The Executive Board must approve such plans. All funds will be handled by the Treasurer, who shall be a member of this committee. The Fundraising Committee will also be responsible for the hosting of an annual fundraiser.
- **Candidate Action Committee** shall coordinate all activities to promote and support Kane County Democratic Women members running for office. * See amendments
- **Holiday Party Committee** shall plan and execute the annual holiday party. * See amendments
- **Ad Hoc Committees** shall be appointed by the Chair as necessary.

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Article VIII Meetings

Section 1. The number of meetings each year shall be at least four (4) times a year.

Section 2. The time and place for these meetings shall be decided by the Chair and confirmed by the Executive Board, and members shall be notified.

Section 3. A quorum shall consist of the majority of attending membership.

Section 4. Unless otherwise specifically provided in these bylaws or by law, all motions shall be determined by a majority of those present and voting.

Section 5. One or more members may participate in any meeting by teleconferencing, videoconferencing, and similar electronic media, so long as all participants in the meeting can simultaneously hear each other. This is acceptable for all meetings, including Executive Board meetings, Membership meetings, and the Annual Meeting. Business at virtual meetings will be conducted in the same manner that a meeting would be conducted in person, including the same notice and quorum requirements. The Secretary shall take attendance, by voice, and only participants that join the meeting can vote.

Article IX Finances

Section 1. Annual dues shall be \$25.00 payable by December 31. Per capita dues shall be paid to the state organization as required by the charter from Illinois Democratic Women. * See amendments

Section 2. The fiscal year shall be from January 1 to December 31.

Article X Rules of Order

Section 1. The current version of *Robert's Rules of Order* shall govern all points of parliamentary law not covered by these bylaws.

Article XI Amendments

Section 1. These bylaws may be amended or revised at any regular meeting of the organization by a 2/3 vote of those members present and voting, provided previous notice of 30 days has been given, in writing, to the membership. Within 60 days following the election of officers at the Annual Meeting, the Chair will appoint a committee to review the bylaws.

ARTICLE XII DISSOLUTION OF ORGANIZATION

In the event that this organization is dissolved, all papers shall be the responsibility of the Chair for proper disposition according to state law. If this organization is dissolved, and after all debts are paid, any and all monies shall be distributed to one or more organizations having the same or similar mission as this organization as reported on the current D-2 form filed with the State

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Board of Elections. Such distribution shall be made by the Treasurer and co-signed by the Chairperson. No member may profit by the dissolution of this organization.

Article XIII Effective

These bylaws take effect upon their adoption by the Democratic Women of Kane County.

Amendments

Amendment to Article 7 Section 2 (amended September 1, 2022)

As of January 1, 2023, any member that is running for office is eligible for assistance from the CAC if they were paid and participating member as of July 1st of the preceding year. Participating to mean 1 or more of the following: attended meetings, volunteered on a committee, was a panelist for a forum, participated and/or helped organize other KCDW events. Assistance to be defined and determined by the committee each election cycle.

Amendment to Article VII, Section 2 (amended November 1, 2022)

The Holiday Party Committee will be changed to an ad hoc committee, it will no longer be a standing committee.

Amendment to Article IX Section 1, (amended November 1, 2022)

The dollar amount of the annual dues will not be designated

Amended November 1, 2022

Adopted and effective on: _____

Attest: (Print name) _____

Signature: _____

Secretary

KANE COUNTY DEMOCRATIC WOMEN BY LAWS AMENDMENT ARTICLE 7, SECTION 2

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Signed: Kimberly McGowan Secretary 9/1/2022
Date