

The 2011 Constitution and By-Laws of the Albany County Young Democrats

Mission Statement

The *Albany County Young Democrats* pledge to support the goals and principles of the Democratic National Committee, the New York State Democratic Committee and the core values of the Democratic Party. We vow to support candidates who support the values of our Party, carry out the duties of our roles as described in this document, and to uphold the highest legal and ethical standards in the conduct of our mission.

Article 1. Name and Affiliation

Section 1. The formal name of the organization shall be *Albany County Young Democrats* (ACYD). The ACYD shall have exclusive control over its policies and procedures.

- I. The ACYD reserves the right to control usage of, but not limited to, the organization's names, logo, images, trademarks, program names, committee names, web site, program descriptions and related content. All uses of the aforementioned content shall be at the discretion of the Executive Board.
- II. All content created on behalf of the ACYD by an officer and/or member shall be considered property of the ACYD and considered assets of the organization. The officer and/or member shall waive all individual ownership rights over content created.
- III. Content created by an officer and/or a member of the ACYD that takes a position adverse to the Mission Statement of the ACYD and the ideals of the Democratic Party shall be considered at the discretion of the Executive Board.

Section 2. The ACYD shall be affiliated with the New York State Young Democrats and the Albany County Democratic Party.

Article 2. Membership

Section 1. Membership Criteria:

- I. A voting member of the ACYD is anyone who:
 - a. Is no younger than sixteen years of age and who has not yet reached the age of thirty-six.
 - b. Has paid their dues for the current year, as prescribed in the By-Laws.
 - c. Is, if eligible to vote, a duly enrolled member of the Democratic Party.

- II. A legacy member of the ACYD is anyone who:
 - a. Is no younger than 36 years of age.
 - b. Has paid their dues for the current year, as prescribed in the By-Laws.

Section 2. Membership Status:

- I. A voting member is any member who has attended any of the three most recent general meetings.
- II. A non-voting member is any member who has not attended any of the three most recent general meetings.

Article 3. Governance

Section 1. The Executive Board is composed of the following officers:

I. The President:

- a. Shall preside over meetings of the Executive Board and General Meetings.
- b. Shall act as chief representative for the ACYD.
- c. Shall be responsible for the general management of the ACYD.
- d. Shall develop and submit the ACYD Charter to the New York State Young Democrats.

II. The Vice President:

- a. Shall preside over Executive Board and General Meetings in the absence of the President and discharge all duties of the President should they become incapable of performing those duties.
- b. Shall be charged with the development and implementation of the ACYD public relations activities.
- c. Shall organize and conduct all campaign activities of the ACYD, under advisement and in conjunction with the Executive Board.
- d. Shall coordinate and implement ACYD voter registration activities.

III. Director of Membership:

- a. Shall create and implement strategies to maintain, promote and increase the membership of the ACYD.
- b. Shall plan and execute annual recruitment initiatives.
- c. Shall maintain accurate records of attendance at all meetings and events.
- d. Shall maintain accurate records as to the membership status of all ACYD Members.

IV. Director of Finance:

- a. Shall maintain a checking account, and an accurate record of all receipts and disbursements of ACYD funds, in accordance with Federal, State, and Local laws and regulations.
- b. Shall provide a report as to financial status and activity at each Executive Board and General Meeting.
- c. Shall draft a budget, to be presented at the August meeting and approved by a majority vote.
- d. Shall issue invoices and notify members when dues are in arrears.
- e. Shall issue disbursements upon approval of Executive Board.

V. Director of Communications:

- a. Shall record minutes of all Executive Board and General Meetings.
- b. Shall notify membership of meetings and events.
- c. Shall handle all correspondence and media inquiries for the ACYD.
- d. Shall generate and maintain organizational media.

Section 2. Additional Duties:

- I. All Members of the Executive Board will prepare monthly reports outlining activity and progress regarding their various duties and present them at each monthly meeting.

- II. Further responsibilities and duties may be assigned to any officer through the By-Laws or by the President with majority agreement of the Executive Board.

Section 3. Meetings:

I. Executive Board Meetings:

- a. Shall occur monthly, at the call of the President.
- b. Shall require a quorum, consisting of a majority of the Board to convene.
- c. Shall conduct the business of the ACYD between General Meetings.

II. General Meetings:

- a. Shall be called on a monthly basis by the President unless it is determined by the President with unanimous consent of the Executive Board that the monthly meeting be postponed or cancelled.
- b. Notice advising all Members of the date, time, and location shall be reasonably transmitted no less than seven days prior to conducting each General Meeting.
- c. Quorum will constitute one-third of the current voting membership at the time of each General Meeting.

III. Special Meetings:

- a. May be called by the President, with the consent of the Executive Board, or by petition of one-third of the current voting membership. Notice of such a meeting will be transmitted to the current Membership no less than fourteen days prior to its conduct.

Section 4. Committees:

- I. Committees may be established by the Executive Board.
- II. Each officer may delegate one or more of their duties to a Committee.
- III. Committee Chairs shall be appointed by the relevant Executive Board Officer or the President.
- IV. All Committee Chair appointments shall be approved at the following General Meeting by a majority of the voting membership in attendance.
- V. The President and relevant Executive Board Officer may serve as ex-officio members of the relevant committees created under this section.

Article 4. Elections and Vacancies

Section 1. Elections:

- I. Elections will take place annually during the month of April, at the General Meeting.
- II. Candidates must be voting members at the time of the General Meeting.
- III. Nominations for Officers will be heard from the floor, by a current voting member, at the General Meeting prior to the April General Meeting.
- IV. The election of Officers shall take place in the order as listed in Article 3, Section 1 of this document.
- V. Further specific conduct of elections shall be outlined in the organizational by-laws.
- VI. Newly elected Officers shall assume their position at the close of the General Meeting at which officer elections took place.

Section 2. Removal of Officers:

- I. Any Officer may be removed from their position for negligence of duties or violation of the organizational mission statement as outlined in this Constitution or accompanying By-Laws.
- II. A motion for removal of an Officer must be accompanied by the written support of no less than 1/3 of the current voting members.
- III. Upon receipt of such a motion, the President is required to call a Special Meeting, as outlined in Article 3, Section 3 of this Constitution. If the motion is against the President, the Director of Membership shall call for and convene the Special Meeting.
- IV. At the Special Meeting, the Officer(s) named in such a motion shall be afforded sufficient opportunity to defend, explain or rebut the reasons for removal.
- V. Removal shall require a two-thirds affirmative vote of the current voting members present at the Special Meeting.

Section 3. Expulsion of Members

- I. The ACYD reserves the right to expel any member for violation of the organizational mission statement or convicted violation of federal, state or local laws that discredit the organization.

- II. The motion to expel a member may be made at any meeting of the ACYD, must be made by a voting member and will require a second to be considered in order.
- III. Such a motion will require the affirmative vote of 2/3 the current voting membership present at the meeting.
- IV. Upon the consideration of said motion both the member who brought forward the motion and the person(s) charged in said motion will be afforded no less than five minutes to address the charges.

Section 4. Vacancies:

- I. If a vacancy should occur in an office due to resignation, removal, or any other reason, a special election will take place to fill the vacancy.
- II. The election shall be conducted as outlined under Article 4 of this Constitution, and subsequent By-laws, at the next General Meeting.
- III. The Secretary's notice announcing the General Meeting where such a special election is to occur shall indicate that the special election will occur.
- IV. If sufficient time is not available to provide notice, as outlined under Article 3, Section 3 of this Constitution, the special election shall take place at the following General Meeting.

Article 5. Amendments and By-Laws

Section 1. Amendments:

- I. Any voting Member of the ACYD may submit in writing a proposed constitutional amendment at any General Meeting.
- II. The proposed amendment will take effect immediately following approval of no less than two-thirds of the current voting membership present at the General Meeting.

Section 2. By-Laws:

- I. ACYD may adopt by-laws by a majority vote of the current voting membership present at a General Meeting.
- II. By-Laws shall be submitted in writing by any voting member.
- III. Adopted By-Laws shall take effect immediately upon adoption.

Article 6. Rules

Section 1. Roberts Rules:

- I. All meetings shall be conducted according to the Constitution and applicable By-Laws of the ACYD.
- II. All procedures not outlined in the Constitution or By-Laws shall take place under the relevant guidelines as prescribed in the latest revision of Roberts Rules of Order.

Article 7. Dissolution

Section 1. Motion to Dissolve:

- I. Any voting member may submit in writing a motion to dissolve, provided that such a motion carry the signatures of no less than three-quarters of the current voting membership at the time of proposal.
- II. No such motion shall be enacted unless:
 - a. Termination of the ACYD Political Action Committee has been carried out in accordance with the regulations set forth by the New York State Board of Elections, and;
 - b. Such motion shall receive an affirmative vote of three-quarters of the voting members present.

Section 2. Distribution of Funds:

- I. In the event of the dissolution of the ACYD, all assets, records, and funds in account shall be remitted to the New York State Young Democrats upon recognition of all outstanding obligations.
- II. Resources remitted to the New York State Young Democrats under dissolution shall be held in account for future use by a Young Democratic Organization to be Chartered in Albany County.

Article 8. Constitutional Adoption

Section 1. Ratification:

- I. Constitution revisions shall take effect immediately upon ratification by an affirmative two-thirds majority vote of current voting membership present at a General Meeting.

Section 2. Previous Ratifications:

- I. The current ACYD Constitution was ratified upon the 20th Day of xx, 2009.
- II. The most recent previous ACYD Constitutions were ratified during the April 2009 and February 2005 General Meetings, respectively.

Current By-Laws:

Article 1. Membership Dues:

- I. Annual dues are only applicable during the fiscal year in which they are paid.
- II. Dues for General Membership shall be set at twenty-five dollars per year.
- III. Dues for Legacy Membership shall set at twenty-five dollars per year.
- IV. Voting Membership dues for current Students shall be set at fifteen dollars per year.
 - a. Eligibility for General Membership dues under Student status shall require full-time enrollment at a State-accredited educational institution.
 - b. Applicants for General Membership under Student status will be required to present a copy of their student identification card along with their application and dues.
- III. No Member shall be eligible for more than six years under Student status.
- IV. The ACYD shall maintain a fiscal year beginning May 1 annually, and ending April 30.
 - a. Membership renewals will be collected during a period between May 1 and August 1. All members not paid following August 1 will be removed from membership roles until dues are made current.
 - b. Members will not be afforded voting status until the meeting following the meeting when dues were paid, if applicable. First-time payment of dues will not constitute immediate voting status within the ACYD.
- V. Prorated Membership Dues are strictly prohibited.
- VI. All membership dues shall be deposited to the ACYD savings account and used strictly for the purposes of membership benefits.
- VII. The use, or transfer, of such revenue inconsistent with the ACYD Constitution and By-Laws without a majority vote of the current voting membership is strictly prohibited and will serve as grounds for expulsion, as outlined in the ACYD Constitution.

Article 2: Proxy Voting

- I. Voting members of the ACYD will be afforded the opportunity to vote by proxy should they find themselves unable to attend a meeting.
- II. The Parliamentarian, or Executive Board designee, shall generate a form to be used in the event of a proxy vote and will make them available to the general membership upon request.

- III. Proxy votes must be submitted in writing to the Parliamentarian, or Executive Board designee, with a hand-written signature affixed no less than 48 hours prior to the meeting at which the proxy vote will be used.
- IV. Only voting members of the ACYD shall be permitted to hold and execute a vote by proxy.
- V. No voting member of the ACYD will be permitted to execute more than 1 vote by proxy in addition to their own vote.

Article 3: Conduct of Elections

- I. At the meeting where nominations are held each candidate for their respective office will be afforded no less than 3 minutes to address the body regarding their candidacy. Candidates will be afforded this time in the order which their election takes place and the order by which they were nominated for each office.
- II. Prior to the April meeting the Parliamentarian, or Executive Board designee, will prepare a ballot for all contested races. The ballot will provide the name of each candidate in randomized order and the instructions "circle one".
- III. At the April meeting, following the call of the roll and delivery of officer reports, the President will temporarily transfer control of the floor to the Parliamentarian, or Executive Board designee. The Parliamentarian, or designee, will maintain control of the floor throughout the conduct of elections.
- IV. Prior to balloting, each candidate will be afforded no less than 3 minutes to address the body. This time will be afforded to each candidate for office in the order which their office is elected, prior to balloting for their specific office, and in reverse order of speeches delivered during the nomination process.
- V. At the conclusion of speeches for each office the Parliamentarian, or Executive Board designee, will distribute one prepared ballot per voting member in attendance. They will also distribute up to one additional ballot per voting member in possession of an approved proxy vote as described in Article 3 of these by-laws.
- VI. Upon the completion of balloting the Parliamentarian, or Executive Board designee, will retrieve all prepared ballots to be counted. Each candidate in such a contested election will be allowed to assign one voting member of the body to be present and observe the counting of ballots for their particular election. No candidates will be allowed to directly involve themselves with the balloting process.

- VII.** The Parliamentarian will announce the victor of each contested election and then return control of the floor to the President or presiding officer of the meeting.

Article 4. By-Law Adoption:

- I. The current revision of the ACYD By-Laws was adopted by majority vote of the current voting membership on January 20th, 2011.
- II. The most recent previous adoption of the ACYD By-Laws took place during April 2009 and on November 7th, 2002, respectively.