

*CONNECTICUT FEDERATION
OF
DEMOCRATIC WOMEN*

CONSTITUTION and BY-LAWS

Effective December 1, 2012

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CONNECTICUT FEDERATION OF DEMOCRATIC WOMEN

ARTICLE I – NAME

The name of this organization shall be the

CONNECTICUT FEDERATION OF DEMOCRATIC WOMEN

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- A. To support the principles of the Democratic Party;
- B. To encourage growth of an intelligent and conscientious democratic electorate with particular focus on women's issues;
- C. To encourage women to pursue public service.

ARTICLE III – MEMBERSHIP

Section 1 – Only those Democratic Women's Clubs, which fulfill the requirements of this article, shall be eligible for membership in the Connecticut Federation of Democratic Women. All individual members of clubs shall have pledged adherence to the objectives of this organization as stated in Article II. Every member of every club comprising this Federation shall be enrolled in the Democratic Party in the town, in which they reside and shall have declared their allegiance to the Democratic Party.

Section 2 – A club shall consist of not less than ten (10) women from the town, city or region in which said club is formed and;

- A. .
- B. Each club shall have a Constitution and a set of By-Laws modeled after this document and these shall not conflict with the Constitution and By-Laws of the *Connecticut Federation of Democratic Women*. Each federated club shall forward a copy of their Constitution and By-Laws to the President of the Federation and it shall be made part of the Federation's records.
- C. Each club shall keep regular minutes of their meetings and copies of the approved minutes and shall, *upon request*, be provided to the Recording Secretary of the Federation or the Executive Board.
- D. Each club shall keep a regular account of its finances and statements and shall, upon request, be provided to the Treasurer of the Federation.
- E. All correspondence from the Federation for the ensuing club year shall be mailed to those **club officers** of the town clubs who are on record, as of May 1st, with the Treasurer of the Federation.

- F. In the event that any club wishes to disband, the President, or the Executive Board of said club, shall give notice in writing to the Executive Board of the Federation at least sixty (60) days prior to the date of disbanding and shall file with the Executive Board all documents in its possession belonging to and pertaining to said club.

A.

Section 3 – There shall be no more than one (1) federated club in any town or city.

Section 4– Application for a club membership may be made through any of the State Executive Board. Application must be accompanied by a copy of the Constitution and By-Laws of the club making the application; the names, addresses, e-mail addresses and telephone number of the officers of the club as well as a statement as to the number of members.

- A. All applications and data shall be turned over to the Membership Committee. The Committee shall check to see that the individual club possesses the requirements for the membership set forth in this article.

The Parliamentarian shall examine the constitution and by-laws of the club in order to make certain that it does not conflict with the constitution and by-laws of the Federation and shall render a report of her findings to the Executive Board.

- B. A majority of those present and voting at any Executive Board or regular meeting shall be necessary to admit any local club. Dues to the Federation must be paid immediately upon approval of acceptance into the Federation.

Section 5 – The Executive Board may recommend to a Convention, specifically called for that purpose, the termination of membership of any club for just cause. The club being terminated shall be duly notified of the recommended action and may appear before the Convention to defend its position. The Convention is empowered to take action.

Section 6 – An At-Large Member is a member of the Connecticut Federation of Democratic Women, who is a resident of town, city or region that does not have a local club.

Section 7 – All members have a vote at all Federation meetings.

ARTICLE IV – DUES

Section 1 – Annual dues to the Federation shall be three dollars (\$3.00) for each of its individual club members. At-Large members shall pay twenty dollars (\$20.00) annual dues.

Section 2 – All individual clubs must pay their dues to the Federation annually, by May 1st. No delegate from any club shall be eligible to vote at any State Convention unless the club she is representing has paid all dues owed to the Federation by May 1st of each year.

Section 3 – No later than April 1st, the Treasurer of the Federation shall provide each club with a form. These forms, properly filled in with the names, address, telephone numbers and email address of the paid members and officers of the club, shall be returned to the Treasurer of the Federation accompanied by payment of dues no later than May 1st. Completed Forms are then sent to the Corresponding Secretary for further distribution.

ARTICLE V – OFFICERS

Section 1 – The officers of this organization are comprised of elected and appointed officials as follows:

ELECTED AT THE BIENNIAL CONVENTION (held on the odd number years)

PRESIDENT

1ST VICE PRESIDENT

2ND VICE PRESIDENT

3RD VICE PRESIDENT

4TH VICE PRESIDENT

RECORDING SECRETARY

CORRESPONDING SECRETARY

TREASURER

APPOINTED BY THE PRESIDENT

PARLIAMENTARIAN

AUDITORS (3)

Section 2 Terms of Office – The elected officers shall be voted into office at a convention as provided in ARTICLE IX of this Constitution and By-Laws document. Officers shall hold office for two (2) years from the date of their election or until their successors have been duly elected and qualified.

Section 3 – No person shall serve in the same office for more than two (2) consecutive terms.

ARTICLE VI – DUTIES OF ELECTED AND APPOINTED OFFICERS.

Section 1 – The duties of the elected officers shall be those prescribed herein and, further, shall be those duties voted by a majority of the Executive Board and/or by a majority of delegates assembled in convention, or by majority vote in any state-wide meeting of this organization.

- A. The **PRESIDENT** shall issue the call for all meetings and preside at all meetings of the Federation and the Executive Board.

The **PRESIDENT** shall, following the Biennial Convention, but no later than sixty (60) days, appoint a **Parliamentarian** for the ensuing two-year term.

The **PRESIDENT** shall, following the Biennial Convention, but no later than sixty (60) days, appoint three (3) **AUDITORS** (each from a different club).

The **PRESIDENT** shall, following the Biennial Convention, but no later than sixty (60) days, appoint a **Chair for the National Awards**.

The **PRESIDENT** shall act as the **Treasurer** and shall have the authority to sign checks in payment of approved expenditures should the **Treasurer** be temporarily absent or unable to carry out the duties of the office.

THE **PRESIDENT** shall be an ex-officio member of all committees except the Nominating Committee.

- B. The **FIRST VICE PRESIDENT** shall conduct any meetings in the absence of the President and assist the President in carrying out her duties. She shall be alert and cognizant of the Constitution and By-Laws of this organization. She shall be ever vigilant and alert and, following protocol, institute the process of revising these documents if and when there is a need.

The **SECOND VICE PRESIDENT** shall, together with the **Membership Chair**, aggressively and diligently work towards increasing the membership in the organization.

The **THIRD VICE PRESIDENT** shall, together with the **Campaign Activities Chair**, actively organize and, utilizing electioneering techniques inform clubs on registration. Where a need is perceived, shall directly get involved and with the help of this organization, elect Democrats and direct clubs of the statewide campaign activities.

The **FOURTH VICE PRESIDENT** shall, together with the **Finance Chair**, develop innovative ideas in raising money for the fiscal operation of this organization. She shall be ever cognizant of the goals and needs of this organization, individual member clubs' ability to raise funds, and the financial needs to candidates.

The **SECOND VICE PRESIDENT, THIRD VICE PRESIDENT, and FOURTH VICE PRESIDENT**, in their descending order, shall assume the responsibilities of the **PRESIDENT**, when the **FIRST VICE PRESIDENT** is unable to do so.

- C. The **RECORDING SECRETARY** shall keep correct records and minutes of all meetings of the Federation and Executive Boards.

Those present at Executive Board or Regular Meetings of the Federation shall sign an Attendance Sheet. This sheet is to be made part of the meeting's minutes.

Should the Recording Secretary be absent at any regular or Executive Board meeting, the **PRESIDENT** shall from those members in attendance, appoint an **Acting Recording Secretary**. This **ACTING RECORDING SECRETARY** shall be instructed by the **PRESIDENT** to send the minutes to the Recording Secretary as well as to the **PRESIDENT**. It is the **RECORDING SECRETARY's** responsibility and duty to keep all records including minutes of meetings she has not attended. These minutes, in turn, would need to be approved at the following Federation meeting.

At the **BIENNIAL CONVENTION** the **RECORDING SECRETARY** will submit a written report on the highlights of the Federation's activities during the previous two years.

- D. The **CORRESPONDING SECRETARY** shall keep a correct list of the officers of each Federated club and all members. This list is to include name, address, telephone numbers and E-mail addresses.

The **CORRESPONDING SECRETARY** will send a list of all Officers, including Standing Committee Chairs as well as individual Club Presidents, include name, address, telephone numbers and E-mail addresses to all Club Presidents and Executive Board members.

At all regular meetings of this organization, the **CORRESPONDING SECRETARY** will read all incoming mail (or synopsis thereof). Once the incoming mail is read, it is set aside for action during the meeting, should a need for action be necessary.

- E. The **TREASURER** shall have charge of the finances of the Federation and shall receive all dues as well as any other monies received via fund-raisers and/or donations. The Treasurer shall ensure that the President has the authority to sign checks in payment of approved expenditures should the Treasurer be temporarily absent and unable to carry out the duties of the office. Therefore, Treasurer or President should sign all checks issued.

The **TREASURER** shall keep regular accounts and shall prepare periodic reports to the Executive Board.

At the Biennial Convention, the **TREASURER** will make a written report of the business transacted by this organization during the previous two years. The **TREASURER** shall submit her records to the Auditing Committee at least thirty (30) days prior to the Biennial Convention.

The **TREASURER** shall comply with all requirements set by law, including the timely submission of financial reports to the Secretary of the State. When filing reports with the Secretary of the State, the **TREASURER** shall also keep a copy for the Treasurer's records as well as give the President a copy for the President's records.

Therefore, as new officer get elected every two years, both the **TREASURER** and the **PRESIDENT** shall have their signatures authenticated, for this purpose and this purpose only.

APPOINTED OFFICERS

- A. The **PARLIAMENTARIAN** shall be appointed by the **PRESIDENT**, following the Biennial Convention, but no later than sixty (60) days.

The **PARLIAMENTARIAN** shall follow the rules of parliamentary procedures as contained in the latest edition of Robert's Rules of Order. These procedures shall govern the proceedings of this organization in all cases in which they are applicable and in which they are not inconsistent with this constitution and by-laws.

The **PARLIAMENTARIAN** shall examine the Constitution and By-laws of the individual club requesting approval to join the State Federation in order to make certain that their Constitution and By-Laws do not conflict with the Constitution and By-Laws of the Federation. After this review, a report and recommendation to the Executive Board must be made.

B. AUDITORS

The President shall appoint **THREE (3) AUDITORS**, each representing a different federated club as least *sixty (60) days following to the biennial convention to oversee the normal financial transactions of this organization.* These duties include but are not limited to:

Treasurer's records
Fannie Dixon Welch Scholarship records.

In a timely fashion and well in advance of the dates for the convention, the **THREE (3) AUDITORS** shall request and shall receive the records of the Treasurer and prepare an audit for the Biennial Convention. This audit is to be submitted to the Executive Board.

In addition, the **PRESIDENT**, and/or any member of the Executive Board may request the Auditors to perform an audit when a vacancy has been created and books and records are being transferred to another person.

Should a vacancy office in the term of any of the three **AUDITORS** occur, the President shall make appointments in a timely fashion.

ARTICLE VII – STANDING COMMITTEES

Section 1

- A. The following shall be the eight (8) Standing Committees:

- | | |
|------------------------|---------------|
| 1. BUDGET | 5. MEMBERSHIP |
| 2. CAMPAIGN ACTIVITIES | 6. PROGRAM |
| 3. EDUCATION | 7. PUBLICITY |
| 4. LEGISLATION | 8. FINANCE |

B. All federated clubs shall have the same eight (8) standing committees as listed above.

Section 2 The Chairs of the Standing Committees, as well as the Parliamentarian, and Auditors, shall be appointed by the President of the Federation, within sixty (60) days following the Biennial Convention.

ARTICLE VIII – EXECUTIVE BOARD REGULAR AND HONORARY MEMBERS

Section 1 The **regular Executive Board** shall consist of the officers of the Federation as well as the Chairs of each of the Standing Committees and,

- A All **past Presidents** of the Federation, who are members in good standing, and shall act in an advisory capacity.
- B The **Parliamentarian** who shall have no vote on any matters upon which she has ruled.
- C The **Chair** of the *Fannie Dixon Welch Scholarship*
- D The **Chair** of the Susan B. Anthony Award
- E The **Chair** of the National Awards, Rilla Moran Woods (Founder’s Award) and the Agnes Thornton Bird award.

Honorary members of the Executive Board shall consist of:

- A The National Committeewoman and Chairwoman or Vice Chairwoman of the Democratic State Central Committee. ***Honorary members shall have no vote.***

Section 2 The Executive Board shall be responsible for the planning of the Biennial Convention and the Workshop Conference. The President will appoint a Chair for both events.

Section 3 – Vacancies on the Executive Board **shall exist** when:

- A The Executive Board has so declared by vote at one of their regular meetings.
- B A member of the Executive Board is ineligible, resigns, or fails to attend **three (3) consecutive regular meetings** without an excused absence as determined by a two-thirds vote of said Board.

Vacancies on the Executive Board **shall be filled** as follows:

- A **OFFICERS** – shall be filled by the majority vote of members present at an Executive Board Meeting or at a regular meeting specifically called for such purpose.
- B **STANDING COMMITTEE CHAIRS, PARLIAMENTARIAN and AUDITORS** shall be appointed by the PRESIDENT in a timely manner.

Section 4 – Proxies – Should a member of the Executive Board be unable to attend an Executive Board meeting, regular meeting, Convention or Workshop that Executive Board member may appoint a proxy to attend and/or to act on her behalf. The person so designated, as a proxy must be a Federated Club member, in good standing with dues current and paid.

Section 5 – Meetings – At the call of the President, the Federation shall hold at least seven (7) meetings in each calendar year. A meeting shall be held in person, via telephone conference or online.

The President may call additional meetings. A request for a regular meeting may be called at the written request of thirty (30) duly credited members of no less than five (5) Federated clubs. Notices of such meetings shall be sent to the members of the Executive Board and Club Presidents at least one (1) week prior to the date of such meeting.

ARTICLE IX – CONVENTIONS

Section 1 Call to the Convention – The **RECORDING SECRETARY** shall notify each club President, in writing, before the first day of March preceding the Biennial Convention, as to the date of said convention and rules covering amendments, resolutions and delegates.

- A At the call of the Executive Board, the State Biennial Convention shall be held in the *odd numbered years* between May 1st and June 15th at which time officers shall be elected for the ensuing biennium.
- B At the call of the Executive Board, and for the political education of the total membership, a Workshop and Conference shall be held in the *even numbered years*.

Section 2 Biennial Convention – Whenever in this Constitution and By-Laws the term “**Biennial Convention**” is used, it shall mean the State Convention held in the odd numbered years at which time, officers of the Federation are elected.

Whenever in this Constitution and By-Laws the term “**Workshop/Conference**” is used, it shall mean the State Workshop Conference held in the even numbered years.

Section 3 Convention Delegates: Each club member and member at-large is entitled to be a delegate.

Section 4 The Executive Board, at the same meeting at which a call issued for a convention, shall, by majority vote of its members present and voting, select: a Chair for the Credentials Committee and a Chair for the Resolutions Committee.

- A The **Chair of the Credentials Committee**, in turn, shall appoint two (2) additional members for a three-member committee. At the convention, the Credentials Committee shall rule on the validity of all delegates before a vote is taken and such delegates are allowed to vote.
- B The **Chair of the Resolutions Committee Chair**, in turn, shall appoint two (2) Members of the Federation for a three-member committee.

Those Federated clubs wishing to bring resolutions for the endorsement by the entire membership through a Convention must, prior to the convention, send these in a timely manner, to the Resolutions Committee Chair. The **Resolutions Committee** shall render an opinion on each Resolution i.e. approve or not approve, endorse, or not endorse, no comment, etc. when addressing resolution during the convention.

Section 5 – Election of Officers – Officers shall be elected by a majority vote of the duly accredited delegates and members of the Executive Board present and voting at the Biennial Convention. Where there is only candidate for any office, the voting shall be by voice.

Section 6 – Elections by Ballot – Where there is more than one nominated, for any office, the voting shall be by written ballot.

Section 7 – Executive Board Voting – Each member of the Executive Board is entitled to one (1) vote at any convention. This is in addition to the total votes to which their individual club is allowed.

ARTICLE X – NOMINATIONS

Section 1 The Nominating Committee shall consist of three (3) members of the Executive Board, each from a different club, and selected by the majority of the Executive Board present and voting at least three (3) months before the date of the Biennial Convention.

Section 2 The Nominating Committee shall nominate all officers to be elected at the Biennial Convention.

- A The Nominating Committee Chair shall have a list printed with the names of all nominees and the office for which they are being nominated.
- B The Nominating Committee shall send to each Club President, a copy of the Nominating Slate of Officers at least three (3) weeks prior to the date of the Convention.

Section 3 Nominations from the floor – any duly accredited delegate may make further nominations from the floor of the Convention.

ARTICLE XI – QUORUM

Section 1 At a regular or Executive Board meeting, five (5) members of the Executive Board shall constitute a quorum.

The Executive Board is comprised of the following

**Elected Officers: PRESIDENT: 1ST VICE PRESIDENT: 2ND VICE PRESIDENT:
3RD VICE PRESIDENT: 4TH VICE PRESIDENT: RECORDING SECRETARY:
CORRESPONDING SECRETARY: TREASURER**

Appointed by the President: PARLIAMENTARIAN AND AUDITORS (3)

Appointed by the President, Standing Committee Chairs:

**BUDGET: CAMPAIGN ACTIVITES: EDUCATION: LEGISLATION:
MEMBERSHIP: PROGRAM: PUBLICITY: FINANCE**

All PAST PRESIDENTS of the Federation, who are members in good standing,
The **Chair** of the *Fannie Dixon Welch Scholarship*
The **Chair** of the *Susan B. Anthony Award*,
The **Chair** of the *National Awards, Rilla Moran Woods (Founder's Award) and the Agnes Thornton Bird award.*

Section 2 – At the Biennial Convention, the majority of Federated clubs duly represented, shall constitute a quorum.

ARTICLE XII – PARLILAMENTARY PROCEDURE

The rules of parliamentary practice contained in the latest edition of **ROBERT RULES of ORDER** shall govern the proceeding of this organization in all cases in which they are not inconsistent with this constitution and by-laws document. Upon request, the Federation shall provide the Parliamentarian with the latest issue of the **ROBERT RULES of ORDER**.

ARTICLE XIII – AMENDMENTS

A majority vote, of delegates in good standing, may make amendments to this Constitution and By-Laws document at any convention or meeting duly called for that purpose. A club intending

to propose amendments at any convention or meeting shall notify the Executive Board in writing at least six (6) weeks before such convention or meeting.

At least one (1) month before such convention or meeting, the Executive Board shall notify, in writing, the Presidents of the individual clubs, as well as each member of the Executive Board. At the same time, copies of the proposed amendments shall be attached

ARTICLE XIV – PROFITS AND DISSOLUTION

No officer or members of this organization shall receive a profit from proceeds of this organization.

In the event of dissolution, the net assets of this organization after payment of debts will proceed to the Democratic State Central Committee of Connecticut.

ARTICLE XV – NATIONAL FEDERATION OF DEMOCRATIC WOMEN

- A The Connecticut Federation of Democratic Women may be a full member state. A Full Member State is a statewide organization, recognized by their own state party organization and which pays dues to the National organization.
- B The participation of the Connecticut Federation of Democratic Women shall be at the direction of the Executive Board.

APPENDICES

STANDING RULES

- A **Resolutions** to be presented at any convention for action must be submitted to the Resolutions Committee, in writing, at least one month before the convention. Any emergency resolutions can be acted upon without previous notice upon the recommendation of the Resolutions Committee.
- B **Notice of Meeting** – a one-week (1) written notice stating the purpose or purposes thereof, shall constitute a duly warned meeting.
- C Duties and purpose of each of the eight (8) Standing Committees shall be as follows:
 - 1. **BUDGET** – It shall be the duty of the Budget Committee, with the active participation of the Treasurer and the President, to prepare an annual budget for the presentation to the Executive Board. A status report to be given semi-annually to the Executive Board and shall suggest means as to how the fiscal operations of this organization may be coordinated, implemented, and carried out most efficiently.

2. **CAMPAIGN ACTIVITIES** – It shall be the duty of the Campaign Activities Committee to organize and utilize electioneering techniques to instruct and inform the member clubs of the Federation, particularly in connection with such matters as registration and the distribution of literature relating to statewide campaigns.
3. **EDUCATION** – It shall be the duty of the Education Committee to promote and increase political knowledge of the Federation club members. The ultimate goal is so that the total membership may better understand and appreciate the political structure of our State and National Governments, as well as the organization of the Democratic Party in the State of Connecticut.
4. **LEGISLATION** – It shall be the duty of the Legislation Committee to instruct and inform the club membership of the legislative activities of both Houses of the Connecticut General Assembly and Federal Government. Further, to foster interest in and to increase knowledge of the activities of the State Legislature and to the Legislative Program of the Connecticut Democratic Party and Democratic National Committee.
5. **PROGRAM** – It shall be the duty of the Program Committee to help local clubs plan political programs on timely topics of interest to their members, to cooperate with other chairs of the Standing Committees and to promote and implement the programs of the Connecticut Democratic Party and the Democratic National Committee.
6. **PUBLICITY** – The Publicity Committee shall be responsible of all news releases in connection with marketing club activities. It shall be the duty of this committee to further the Democratic image in Connecticut by coordinating, carefully planning, and releasing news and information concerning the activities and events of the Federation so that proper and adequate publicity will be given in all the mediums of news reporting to promote the mission and objectives of the Connecticut Federation of Democratic Women.
7. **MEMBERSHIP** – It shall be the duty of the Membership Committee to work for the increase of club membership; to retain the old member clubs and renew their interest in the Federation. To recruit new member clubs and to make certain that the requirements of admission as outlined in this document are met.
8. **FINANCE** – It shall be the duty of the Finance Committee to raise money for the operation and betterment of this organization and the support of democratic candidates and issues.

SCHOLARSHIP FUND and AWARDS

FANNIE DIXON WELCH SCHOLARSHIP AWARD

In the fall of 1948, the Executive Board of the Connecticut Federation of Democratic Women's Clubs voted to establish, in the memory of Mrs. Fannie Dixon Welch, (founder of the Federation) a scholarship.

This scholarship, to be given to a female Junior or Senior student at the University of Connecticut who is a registered Democrat and whose permanent home is in the State of Connecticut at the time the scholarship is awarded. Other requirements are: outstanding abilities; character, citizenship and promise of leadership in the field of government. High scholastic class standing while majoring in Government, Political Science and/or International Relations is requirements too.

The Department Head of the Department of Political Science at the University of Connecticut nominates candidates for this scholarship.

The Chair of the Scholarship Fund shall keep the funds in a regular savings account, in a local bank. The scholarship is to be audited annually following the biennial convention or conference workshop.

SUSAN B. ANTHONY AWARD

In 1979, the Executive Board of the Connecticut Federation of Democratic Women's Clubs established a committee to honor SUSAN B. ANTHONY. Their charge to:

**HONOR DEMOCRATIC WOMEN WHOSE LIVES BEST EXEMPLIFY THE
QUALITY, TRADITION AND SPIRIT OF**

SUSAN B. ANTHONY

This award consists of a plaque with the Susan B. Anthony dollar and is presented at the Biennial Convention held on the odd-number year.

NATIONAL FEDERATION OF DEMOCRATIC WOMEN AWARDS

FOUNDER'S AWARD Rilla Moran Woods

This award consists of an internship, 30 days, at the Democratic National Committee in Washington, D.C.. The winner received a \$3,000 stipend to cover her expenses.

Qualifications/Criteria

Candidates must be between the ages of 18 and 25 at the time of application. Her local Democratic Women's Club must endorse her. While other endorsements enhance her application, they are not required. She must submit a letter of application detailing her academic standing, her political involvement, and other interests. She must also write a 200 word essay addressing why a month's internship at the Democratic National Committee (DNC) Headquarters will help her toward her political and career ambitions.

AGNES THORNTON BIRD AWARD

Honoring the memory of Agnes Thornton Bird, her husband Frank Bird, and throughout the National Federation of Democratic Women's Clubs established this award. The amount of \$1,500 will be given to the first runner-up of the Founder's Award for a two (2) week internship in the State party Office or Congressional District office and is arranged by the State Democratic Federation.