

FLORIDA YOUNG DEMOCRATS BYLAWS

Article I. Parliamentary Rules

Section 1. All sessions of the Central Committee and all other meetings of divisions of the Florida Young Democrats shall be conducted in accordance with *Robert's Rules of Order Newly Revised*, unless some provision of the FYD Constitution or FYD Bylaws shall conflict therewith, in which case the FYD Constitution or FYD Bylaws shall govern.

Article II. Duties of State Officers

Section 1. All State Officers, Immediate Past President and General Counsel, shall submit quarterly reports in writing to the FYD President who will summarize the reports in a quarterly presentation to all FYD Members and the Florida Democratic Party. The other duties of the State Officers specified in Article VIII of the FYD Constitution are as follows:

A. President:

- 1) Shall act as chief spokesperson for the Florida Young Democrats.
- 2) Shall be a voting member of the Florida Democratic Party State Executive Committee.
- 3) Shall preside over all Central Committee and Executive Committee Meetings.
- 4) Shall keep updated files of the Florida Young Democrats.
- 5) Shall appoint all State Officers as specified in Article XII, Section 3 of the FYD Constitution.
- 6) Shall appoint all special committees as necessary.
- 7) Shall appoint all committee chairs.
- 8) Shall oversee all functions of the Florida Young Democrats.
- 9) Shall submit the proposed annual state budget for Central Committee approval at the next meeting following the Annual State Convention.
- 10) Shall operate the organization under the guidelines of the proposed annual state budget prior to adoption by the Central Committee by the annual state budget.
- 11) Shall prepare an Annual Report to be presented to the Annual Convention. This report will summarize the activities, programs, and projects of the FYD.

B. Executive Vice President:

- 1) Shall preside over all meetings in the absence of the President.
- 2) Shall act as ex-officio member of all committees.
- 3) Shall oversee all fundraising activities.
- 4) Shall coordinate the activities of the National Committeeman and National Committeewoman.

- 5) Shall be of opposite gender of the President
- 6) Shall have all other duties as designated by the President.

C. Executive Director:

- 1) Shall be responsible for the daily operations of the Florida Young Democrats.
- 2) Shall, with the President, set the agenda for all meetings.
- 3) Shall ensure that records are maintained.
- 4) Shall review all external communications and correspondence.
- 5) Shall, in conjunction with the General Counsel, ensure compliance with all state and federal laws and the FYD Constitution and FYD Bylaws.
- 6) Shall, in conjunction with the Treasurer, ensure compliance with all state and federal laws and the FYD Constitution and Bylaws.
- 7) Shall ensure that corporate status is maintained.
- 8) Shall record receipt of Chartering forms and supplemental materials.
- 9) Shall have all other duties as designated by the President.

D. Secretary:

- 1) Shall assist in organizing all meeting, record the minutes at all meetings, and make the minutes available electronically.
- 2) Shall act as Chair of the Credentials Committee.
- 3) Shall see that all standing and special committee reports are turned over to the President.
- 4) Shall assist the President in preparing the Annual State Report.
- 5) Shall handle correspondence for the organization.
- 6) Shall maintain a complete and updated list of all State Officers, Committee Persons, and Chapter Presidents.
- 7) Shall have all other duties as designated by the President

E. National Committeeman and Committeewoman:

- 1) Shall represent the FYD at all YDA or other national Democrat organization functions.
- 2) Shall report to the FYD regarding all national and regional YDA matters.
- 3) Shall be responsible for recruiting and training FYD members to run for YDA office.
- 4) Shall be responsible for preparing chartering materials and for organizing and mobilizing the FYD membership in preparation for the YDA National Convention.

F. General Counsel

- 1) Shall be responsible to provide counsel regarding the legal interests of the organization.
- 2) Shall review any and all contracts presented to the FYD.

- 3) Shall ensure compliance with all state laws, federal laws, the FYD Constitution, and the FYD Bylaws.
- 4) Shall serve as registered agent for the Florida Young Democrats.
- 5) Shall have all other duties as designated by the President

G. Treasurer:

- 1) Shall be responsible for all finances and accounting for the organization.
- 2) Shall prepare an annual budget.
- 3) Shall be an ex-officio member of the Credentials Committee.
- 4) Shall oversee all state fundraisers.
- 5) Shall report to the Central Committee at the end of the fiscal year on the overall financial health of the organization.
- 6) Shall provide a written financial report at each Central Committee meeting.
- 7) Shall turn over all FYD financial records to the newly elected Treasurer at the end of his or her term of office.
- 8) Shall ensure, along with the National Committee persons that our financial obligations, if applicable, to the YDA and region are met.
- 9) Shall have all other duties as designated by the President

H. County Chapters Chair:

- 1) Shall oversee the Regional Directors and assist in keeping County Chapters connected with the organization.
- 2) Shall be responsible for the orientation of new County Chapters.
- 3) Shall coordinate the Platform Conference and serve as Chair.
- 4) Shall be responsible for assisting chapters in danger of becoming inactive.
- 5) Shall organize all lobbying efforts for the FYD.
- 6) Shall have all other duties as designated by the President

I. Communications Vice President:

- 1) Shall oversee the Membership Director, the PR & Media Director, and the Website Director.
- 2) Shall be responsible for program development.
- 3) Shall maintain and update the organizational manual.
- 4) Shall be responsible for the website development and update.
- 5) Shall serve as the point person on external communications.
- 6) Shall be responsible for the creation of external publications, press releases, and materials for use by the state and local chapters.
- 7) Shall work with the Central Committee to produce communication materials that compliment the organization's efforts including literature, template press releases and advisories, and talking points.
- 8) Shall act as Parliamentarian at conventions if one is not otherwise appointed.
- 9) Shall have all other duties as designated by the President

J. Social Outreach Vice President

- 1) Shall oversee the Faith Outreach Director, the GLBT Outreach Director, the Minorities Outreach Director, the People with Disabilities Outreach Director, and the Women's Outreach Director.
- 2) Shall work to increase the participation of these communities' participation in all levels of the Florida Young Democrats.
- 3) Shall provide periodic reports on issues important to these communities.
- 4) Shall have all other duties as designated by the President

K. Issues Outreach Vice President

- 1) Shall oversee the Business Outreach Director, the Environment Outreach Director, the Education Outreach Director, the Labor Outreach Director, and the Military Personnel Outreach Director.
- 2) Shall work to increase the participation of these communities' participation in all levels of the Florida Young Democrats.
- 3) Shall provide periodic reports on issues important to these communities.
- 4) Shall have all other duties as designated by the President

L. Regional Chapter Directors:

- 1) Shall report to their Chapters Chair respectively.
- 2) Shall act as liaison between the organization and county Democratic Executive Committees within their respective region.
- 3) Shall serve as the official representative of the Florida Young Democrats in their region with regard to all matters as directed by the President and/or Central Committee.
- 4) The boundaries for the geographic regions are defined in Article XIII, Section 5 of the FYD Constitution.

M. Social Outreach Directors

- 1) Shall work with existing groups, caucuses, and organizations to coordinate plans and ideas that will help further the membership growth of their respective communities within the FYD.
- 2) Shall provide periodic reports to the Social Outreach Vice President.
- 3) Shall have all other duties as designated by the President

N. Issues Outreach Directors

- 1) Shall work with existing groups, caucuses, and organizations to coordinate plans and ideas that will help further the membership growth of their respective communities within the FYD.
 - 2) Shall provide periodic reports to the Issues Outreach Vice President.
 - 3) Shall have all other duties as designated by the President
- O. Liaisons to the Florida College Democrats
- 1) Shall Coordinate with the FYD Executive Board to provide a link between the Florida Young Democrats and the Florida College Democrats
 - 2) Shall have all other duties as designated by the President
- P. High School Chapters Director
- 1) Must be enrolled at a Secondary Educational Institution.
 - 2) Shall coordinate with the Membership Director for program development and maintaining/updating the organizational manual.
 - 3) Shall coordinate with the PR & Media Director on external communications, external publications, press releases, and materials for use by high school chapters.
 - 4) Shall have all other duties as designated by the President

Article III. Finance Policies

Section 1. General Financial Policies

- A. The finances of the FYD shall be maintained by the Treasurer through the use of a journal, ledgers, and receipts in accord with standard accounting practices.
- B. The FYD Treasury shall be subject to a quality review audit at the end of the fiscal year by a person chosen by the President and Executive Director. This person shall not be a current FYD member and shall report the results of the audit in writing to the Central Committee within 30 days of the end of the current year.
- C. This report shall become a part of the permanent financial record of the organization.
- D. In the event that the Florida Young Democrats incur Bank Service Charges, it is the responsibility of the President and Treasurer to equally reimburse the organization from their personal accounts.

Section 2. Accounts Policy

- A. All FYD accounts shall be maintained in the state of Florida under the supervision of the Treasurer. Unless directed by the Central Committee, these accounts shall be limited to a single checking and single savings account, with each account being maintained at the same financial institution.
- B. Withdrawals from any FYD account shall be by check and require the signature of two of the following persons: the Treasurer, President, or Executive Director.

Section 3. Reimbursement Policy

- A. The FYD is authorized to reimburse members for expenses incurred in the conduct of FYD business providing the expense is a budgeted expense.
- B. Reimbursement for non-budgeted expenses or for expenses in excess of those allocated for that purpose shall require the approval of the Central Committee.
- C. The Treasurer shall maintain records documenting all reimbursements. Documenting records shall include receipts, with the description and purpose of expenditure.
- D. Reimbursement expenses are those that further the interest of the FYD and do not primarily benefit the individual requesting reimbursement.
- E. Reimbursements in excess of \$500.00 shall also require the written authorization of the President or Executive Director. Upon request of either the Treasurer or the Executive Director, reimbursement exceeding \$1,000.00 shall require the approval of the Central Committee.

Section 4. All fundraisers which are held in conjunction with a State Convention or Central Committee meeting of this organization shall split the profit with the FYD on a 50/50 basis.

Section 5. Fundraising Objectives

- A. Recruitment through outreach and advertising
- B. Defray costs for National/Regional Conference attendance
- C. Website redevelopment and hosting for every FYD chapter
- D. Business cards and other forms of stationary

Article IV. Resolutions

Section 1: Measures passed by the Central Committee reflecting the majority opinion or determination of the constituent representatives of the committee shall be known as Resolutions.

1. All Resolutions shall be submitted to the Communications Vice President, in the appropriate format, See Attachment 2 in the FYD Bylaws.
2. Resolutions may be submitted by any member of a Chapter.
3. If the Central Committee is NOT in Session or does not have an upcoming scheduled meeting, the Resolution(s) shall be made available to the Central Committee via electronic measures.
 - 3.1. The Central Committee shall have Seven (7) Days from posting to vote on the Resolution(s). It shall be the duty of the Communications Vice President, to send out a message with the appropriate timeline and attached Resolution(s). After this time period, voting will be considered closed and the votes tabulated.
 - 3.1.1.1. If the Resolution(s) receives an Affirmative vote, it shall be forwarded to the FYD Secretary, who shall assure the Resolution(s) is/are sent to the appropriate parties
 - 3.1.1.2. If the Resolution(s) does NOT receive an Affirmative vote, it shall be returned back to the author and a copy shall be forwarded to the FYD Secretary for record-keeping purposes.
4. If the Central Committee is in session or has an upcoming scheduled meeting, The Resolution(s) shall be addressed at that meeting.
 - 4.1 If the Resolution(s) receives an Affirmative vote, it shall be forwarded to the FYD Secretary, who shall assure the Resolution(s) is sent to the appropriate parties
 - 4.2 If the Resolution(s) does NOT receive an Affirmative vote, it shall be returned back to the author and a copy shall be forwarded to the FYD Secretary.
5. Upcoming scheduled meeting shall be defined as a meeting that will occur within 30 days of the submission of the Resolution(s).

Article V. Standing Committees

Section 1. The Standing Committees of this organization shall be: Finance, Rules, Awards, Credentials, and Convention Oversight.

Section 2. Standing Committee chairpersons shall be nominated by the FYD President and confirmed by a majority of the Executive Committee. Members of Standing Committees shall be appointed by the Standing Committee chairpersons and shall also serve at the pleasure of the President.

Section 3. Standing committees shall be composed of at least four (4) active members of this organization. They shall report to the Central Committee or to the Annual Convention their findings in matters appropriate to their designation.

Section 4. Standing committee chairpersons shall serve for the remainder of the term of the FYD President that nominated him or her. All standing committee appointments shall terminate with the election of a new President. Should a standing committee chair be negligent or malicious in his or her duties, he or she may be removed by a majority vote of the executive committee. The FYD President shall nominate a replacement standing committee chair within thirty (30) days following removal.

Section 5. The duties of the Standing Committees are as follows:

A. Finance:

- 1) Within thirty (30) days of his/her election, the FYD President shall nominate a Finance Committee Chairperson.
- 2) The Finance Committee shall consist of the Treasurer who will act as Chairperson, the FYD President, and three (3) other members appointed by the Committee Chair who are not already serving on another Standing Committee.
- 3) The committee shall be responsible for the financial operation of the FYD, except for fundraising.

B. Rules:

- 1) Within sixty (60) days of his/her election, the FYD President shall nominate a Rules Committee Chairperson.
- 2) The Rules Committee shall consist of at least three (3) members appointed by the Committee Chair who are not already serving on another Standing Committee.
- 3) The committee shall establish a standing set of rules governing conventions.
- 4) To interpret the governing documents of the Florida Young Democrats, review and approve all proposed amendments, and to evaluate and resolve internal contradictions of the same, and, when requested by affected parties, to evaluate and resolve rules disputes of county chapters."

C. Awards:

- 1) Within sixty (60) days of his/her election, the FYD President shall nominate an Awards Committee Chairperson.
- 2) The Awards Committee shall consist of at least three (3) members appointed by the Committee Chair who are not already serving on another Standing Committee.
- 3) The committee is established to recognize special and outstanding contributions of Democrats to the FYD and the Florida Democratic Party. The awards shall be presented at the Annual State Convention whenever possible.
- 4) The Awards Committee shall notify Chapter Chairs of the list of award categories and presentation date.

- 5) Chapters are not limited in the number of nominations they make. Nominations should be received no later than sixty (60) days prior to the presentation date.
- 6) The list of FYD awards shall include: County Chapter of the Year; High School Chapter of the Year; Young Democrat Event of the Year; Jeffrey Mattison Wershow Service Award; Young Democrat of the Year; and Democrat of the Year.
 - a. County Chapter of the Year: to recognize a chapter that has shown either a dramatic increase in membership or whose members represent a large portion of elected or appointed city/county offices.
 - b. High School Chapter of the Year: to recognize a chapter that has shown either a dramatic increase in membership or whose members have assisted in public awareness campaigns..
 - c. FYD Event of Distinction: to recognize one or more chapters that created state-wide attention for positively promoting the Democratic ideals.
 - d. Jeffrey Mattison Wershow Service Award: this award was named after an Alachua County Young Democrat and Army National Guardsman who was killed in the line of duty while serving in Iraq in 2003; the award is to recognize an outstanding FYD member who serves in the armed forces, in any of the CitizenCorps programs, with their local police department, or with their local fire department.
 - e. Young Democrat of the Year: to recognize an outstanding Democrat not older than forty (40) years of age.
 - f. Democrat of the Year: to recognize an outstanding Democrat elected official who has supported the FYD and its goals.
- 7) The Committee has the discretion to add or delete from the list based on the quality, quantity and character of the nominations.
- 8) Awards shall be paid for solely from the general funds of the FYD and shall not be considered convention expenses.

D. Credentials:

- 1) The Credentials Committee shall consist of the Secretary who will act as Chair, the Treasurer, and up to two (2) additional members appointed by the Committee Chair who are not already serving on another Standing Committee.
- 2) Within thirty (30) days of an Annual Convention, the FYD President shall nominate the Committee Chairperson.
- 3) The committee shall be responsible for the Credentials Policies as specified in Article IX of the FYD Constitution.

E. Convention Oversight:

- 1) Within thirty (30) days of his/her election, the FYD President shall nominate a Convention Oversight Committee.
- 2) The Convention Oversight Committee shall consist of the FYD President, the Host Chapter Delegate, who will serve as chair, the County Chapters Chair, and one (1) other members appointed by the Committee Chair who is not already serving on another Standing Committee.
- 3) The committee shall be responsible for planning both the Annual Convention and Platform Convention including, but not limited to: date, location, and guest speakers.
- 4) The committee may work in conjunction with the host city's County Chapter or DEC.
- 5) No County Chapter may host more than one convention within the same organizational year.

Article VI. Caucuses

Section 1. Persons wishing to create a caucus must register with the Central Committee.

Section 2. All caucus meetings and caucus membership must be open to all current members of the FYD.

Section 3. FYD caucuses must conduct business in a manner consistent with the FYD.

Section 4. FYD caucuses may not maintain their own bank accounts; however, budgets may be included in the FYD budget for caucus use.

Section 5. Caucuses may select Chairs or other leaders at their own discretion.

Section 6. Caucuses shall direct all communications through the FYD.

Section 7. The Central Committee may suspend or abolish caucuses by a majority vote of seventy-five percent (75%).

Section 8. Caucuses which have not met for one year will be considered inactive and dissolved.

Section 9. All caucuses will be required to have governing documents which will include a mission statement and procedures for conducting meetings and electing officers.

AMENDED: December 16, 2006
AMENDED: December 10, 2005
AMENDED: September 22, 2005
AMENDED: June 11, 2005
AMENDED: December 12, 2004
AMENDED: June 19, 2004
AMENDED: June 19, 1999
AMENDED: June 27, 1998
AMENDED: March 10, 1996
AMENDED: November 12, 1995

AMENDED: October 1, 1995
AMENDED: July 30, 1995
AMENDED: May 20, 1995
AMENDED: March 19, 1995
AMENDED: August 14, 1994
AMENDED: June 5, 1994
AMENDED: December 12, 1993
AMENDED: June 25, 1989
ADOPTED: February 6, 1983

Attachment 1: FYD Chartering Form

According to Article V, Section 1, Sub-section B of the FYD Constitution, new Chapters may organize and be chartered at any time by completing this form.

County or High School Name: _____

List of Officers

President's Name: _____

Address: _____

Phone: _____ E-mail: _____

DOB: _____

Vice President's Name: _____

Address: _____

Phone: _____ E-mail: _____

DOB: _____

State Committeeperson's Name: _____

Address: _____

Phone: _____ E-mail: _____

DOB: _____

Secretary's Name: _____

Address: _____

Phone: _____ E-mail: _____

DOB: _____

Treasurer's Name: _____

Address: _____

Phone: _____ E-mail: _____

DOB: _____

Attachment 1: FYD Chartering Form (continued)

CERTIFICATION BY THE COUNTY DEC CHAIR

I hereby certify that the officers seeking charter with the Florida Young Democrats are recognized, sanctioned, or authorized by our county Democratic Executive Committee as the official chapter of Young Democrats from this county; or that they are the official chapter of Young Democrats from a High School from this county.

Signature: _____ Date: _____

Name: _____ County: _____

CERTIFICATION BY THE CHARTERING CHAPTER PRESIDENT

I hereby certify that I hold the office of Chapter President and that to the best of my knowledge the document submitted is current, complete, and in every respect accurate; that the membership list submitted currently satisfies the requirements of the FYD Constitution & FYD Bylaws; and that our chapter will uphold the FYD Constitution & FYD Bylaws.

Signature: _____ Date: _____

Name: _____

County or High School: _____

CERTIFICATION BY THE CHARTERING CHAPTER ADVISOR (For High School Chapters ONLY)

I hereby certify that I have been appointed to serve as the Faculty Advisor for the above listed organization and that to the best of my knowledge the document submitted is current, complete, and in every respect accurate; that the membership list submitted currently satisfies the requirements of the FYD Constitution & FYD Bylaws; and that our chapter will uphold the FYD Constitution & FYD Bylaws.

Advisors Signature: _____ Date: _____

Print Name: _____ High School Name: _____

CERTIFICATION BY THE FYD PRESIDENT & THE FYD EXECUTIVE DIRECTOR

We hereby certify as Officers of the Florida Young Democrats that to the best of our knowledge the document submitted is current, complete, and in every respect accurate; that the membership list submitted currently satisfies the requirements of the FYD Constitution & FYD Bylaws; and that we recognize this chapter as an officially chartered County Chapter or High School Chapter.

FYD President's Signature: _____

Name: _____ Date: _____

FYD Executive Director's Signature: _____

Name: _____ Date: _____

Attachment 2: Resolution Form:

Introduced By:
Date Submitted:
Final Vote:

**Florida Young Democrats
(Year)
Resolution (#)**

(Title and Description of Resolution)

.01 Whereas, ; and

.02 Whereas, ; and

.03 Whereas, ;and

.04 Whereas, ;

.05 Therefore,

.06 Be it resolved, that the FYD

.07

.08

.09 *Use the Whereas statements to present your argument for the resolution. You may
.10 use as many Whereas clauses as needed to ensure a proper argument.

.11 The "Be it resolved," clause is where you place how you would like the Florida Young
.12 Democrats to act.

.13 The length of the resolution document is not limited to the space in this example.

.14

.15

.16

.17

.18

.19