

YDAZ Bylaws 2.2

Bylaws - [Section 101.10.1]

ARTICLE I - CHARTERED UNITS

SECTION 101.10 Application for Unit Charters.

Section 101.10.1

For a unit to charter with YDAZ, they must satisfactorily complete the official Charter Application.

Section 101.10.2

The Charter Application, YDAZ Membership Application, and Membership Dues Policy are to be drafted annually by the Vice President of Membership and must be approved by a majority vote of the Executive Board.

Section 101.10.3

The official Charter Application must be distributed to all chartered units and made publicly available no more than five (5) days after the Notice of Convention as described in Section 402.20.

Section 101.10.4

In the absence of a new Charter Application being approved by the Executive Board as described in Section 101.10.2, the previous year's packet remains official.

SECTION 102.10 Time Period for Filing Unit Charter Applications.

Unit charter applications shall be filed in person with the President, Executive Vice President, or Vice President of Membership 14 days before the State Convention. Any unit which fails to submit the charter application, with or without appendixes and membership applications, shall not be permitted to submit late materials and shall not be chartered at convention or their members allowed to vote during General Assembly. They will be encouraged to complete a charter application for submission to the next YDAZ Executive Board Meeting.

SECTION 103.10 Office of Receipt for Unit Charter Applications.

Section 103.10.1

Applications shall be filed with the Vice President of Membership of the Young Democrats of Arizona in the manner described in the official Charter Packet. Each unit shall bear sole and complete responsibility for ensuring that all component documents of its charter application are filed in a timely manner.

Section 103.10.2

All charter applications shall be opened and examined by the Vice President of Membership and shall be voted on at the next meeting of the Executive Board.

Section 103.10.3

Units shall be notified of the status of their application by electronic media. The notification shall be made within two (2) days of the initial opening or the receipt of any late applications or subsequent amendments. The notification shall include specifics of any defects and the procedure to follow to correct defects.

Section 103.10.4

The status of all received applications, including the specifics of any defects and the procedure to follow to correct defects, shall be posted publicly within (5) days of the initial opening or the receipt of any late applications or subsequent amendments.

Section 103.10.5

Unit charter applications and amendments shall be forwarded to the Vice President of Membership. All late materials and amendments are to be opened and examined immediately, and notification is sent as required by Section 103.10.3 and Section 103.10.4.

Section 103.10.6

At large members who do not belong to an existing chapter because of location constraints and/or lack of enough people to form a chapter are permitted to vote at the Annual State Convention if a 50% +1 vote of the other members present vote in the affirmative to allow it.

SECTION 104.10 Fees for Unit Charter Applications.

Section 104.10.1

All units must include chartering fees with application and renewal. The Executive Board may allow payment plans or fee waivers for special cases by a two-thirds majority vote.

Section 104.10.2

The fees for local units shall be assessed as follows:

High Schools: \$10.00 College: \$20.00 Region: \$30:00

ARTICLE II - EXECUTIVE BOARD

SECTION 201.10 Chartered Unit Representation.

Each chartered unit is entitled to a non-voting representative on the Executive Board who shall generally be the presiding officer, or the president's representative, of the

chartered unit as indicated to the YDAZ President by the chartered unit President they represent.

SECTION 202.10 Agenda.

Before any meeting of the Executive Board, the Secretary shall prepare and distribute an agenda to all Executive Board members not less than five (5) days before any meeting of the Executive Board. The first order of business at every Executive Board meeting shall be the establishment of a quorum. After the quorum has been disposed of, the President shall announce the recognition of proxies and entertain any challenges to their acceptance or rejection thereof. Thereafter, business shall proceed in regular order as designated by the agenda.

SECTION 203.10 Minutes.

Section 203.10.1 Preparation; Responsibility.

The Secretary shall ensure accurate minutes are taken, prepared, and maintained at every meeting, session, or workshop of the State Convention, or the Executive Board. The Secretary shall ensure that summary reports of all such meetings are included in all Young Democrats of Arizona publications and other publications as appropriate.

SECTION 203.10.2 Use of Membership Lists.

The State Records of membership in the chartered units may be supplied if approved by a 2/3 majority of the Executive Board, at a cost determined by the President to any Democratic Party official, democratic office holder, or Democratic candidate for office. The lists shall not be made available for commercial use.

SECTION 206.10 Committees.

Section 206.10.1 Voting in Standing Committees.

Although a specific individual should be certified in writing to represent each unit in each Standing Committee, any unit member present may represent and cast the vote of their unit in any meeting of a Standing Committee when the certified representative is not present.

Section 206.10.2 Duties of Standing Committee Chairs.

The Chair of each Standing Committee shall present a report to each meeting of the Executive Board regarding matters being reported out of committee for consideration by the Executive Board. This report shall be in writing; where feasible, copies should be distributed to all Executive Board members.

Section 206.10.3 Select Committees; Designation.

The President shall have the discretion to establish and instruct Select Committees and appoint the Chairs thereof. No appointee may serve on the YDAZ Executive Board upon appointment. Select Committees shall consist of one representative selected by each unit. The Chair of each Select Committee may serve as a non-voting member of the Executive Board.

Section 206.10.4 Select Committee on Finance.

The Select Committee on Finance shall meet at the call of its Chairman and be responsible for the design, coordination, and implementation of fund-raising projects for YDAZ. The Committee will regularly report on the income status and recommend necessary changes to the financial plan. Lastly, the Finance Committee is empowered to recommend to the Executive Board the Investment in Assets.

ARTICLE III - OFFICERS

SECTION 301.10 Elected Officers Duties.

Section 301.10.1 President.

The President shall be the principal administrative officer of the Young Democrats of Arizona and shall chair meetings of the State Convention and Executive Board. The President shall oversee the preparation of an executive Budget for submission to the Executive Board within thirty (90) days of election and shall appoint all committee chairpersons, select committees, and consultants, subject to reconsideration by the Executive Board at its first meeting after the said appointment. The president shall approve all expenditures and may enter into and execute all contracts and agreements involving the YDAZ. The Executive Board shall be notified within five (5) days of any one hundred (100) dollars or more expenditure. Any one thousand (1,000) dollars or more expenditure requires Executive Board approval.

Section 301.10.2 Executive Vice President.

The Executive Vice President shall assist the President in performing the President's duties, act as President during the President's absence, and perform such other duties as may be assigned by the President and the General Assembly. The Executive Vice President may appoint special assistants to assist in these duties or any extraordinary tasks. The Executive Vice President shall serve as a National Committeeperson per Section 301.10.9.

Section 301.10.3 Vice President of Finance,

The Vice President of Finance shall perform such duties as may be assigned by the President and the Executive Board. The Vice President of Finance shall serve as Chair of the Select Committee on Finance. The Vice President of Finance shall work with the Select Committee on Finance on fundraising projects and coordination. The Vice President of Finance shall assist the Treasurer in filing all official contributions and expenditures with the Office of the Arizona

Secretary of State. The Vice President of Finance shall have administrative control of all YDAZ donor lists, contribution records, and online fundraising services.

Section 301.10.5 Vice President of Membership,

The Vice President of Membership shall perform such duties as may be assigned by the President and Executive Board in addition to the duties outlined in sections 101.10.3, 103.10.1, 103.10.2, and 103.10.5

Section 301.10.6 Secretary.

The Secretary shall be responsible for recording all minutes of the proceedings of General and Executive meetings and presenting those minutes upon request. The Secretary shall send correspondences, communications, announcements, and information to local units and members upon the direction of the President, The Executive Board, and the General Assembly. The Secretary shall publish the YDAZ newsletter. The Secretary shall have administrative control of all accounts for the YDAZ website, official email accounts, and non-financial web services.

Section 301.10.7 Treasurer.

The Treasurer shall be responsible and maintain oversight of all income and expenditures of the YDAZ and banking accounts thereof. The Treasurer will be given access to YDAZ financial records within 15 days of their election. The President and Experformingdent may only be given access after the Treasurer. The Treasurer may conduct audits of YDAZ accounts at their discretion. The Treasurer shall be responsible for filing all official contributions and expenditures with the Office of the Arizona Secretary of State and shall have primary administrative control of filing accounts.

Section 301.10.8 National Committeeperson.

The duties of the YDAZ National Executive Committeeperson shall be to represent the YDAZ in any national or regional organization in which the YDAZ chooses to affiliate. Additionally, they shall assist in the preparation of the YDAZ application for charter to the Young Democrats of America. The National Committeeperson shall perform such other duties as may be assigned by the President and the Executive Board. The National Committeeperson will be of a different gender than the Executive Vice President.

SECTION 301.10.09 Vice President of Communications

The Vice President of Communications is to oversee all official public communications for YDAZ. Including, but not limited to, Social media, newsletters, and YDAZ website administration. Further, the Vice President of Communications shall be in charge of keeping a log of posted and pending public communications on an available spreadsheet for the Executive Body. Further duties pertaining to communications may be assigned by the President or Vice President.

SECTION 301.10.10 Political Director

The YDAZ Political Director is to create weekly reports of current events and issues for the YDAZ executive board; Plan politically-centered events to progress the mission of YDAZ; Work with the state and national party and the state and national Young Democrats chapters on issues relating to political action. The President, Vice President, and self may assign additional duties.

SECTION 301.10.11 Coalitions Director

The Coalitions Director shall be a liaison between YDAZ and various state and national organizations, bringing to the attention of the Executive Board ways in which YDAZ can and should further the mission of the outside organization. Further, the coalition's Director shall be responsible for planning and running events alongside various groups per a majority vote from the Executive Board. The President, Vice President, and self may assign additional duties.

SECTION 301.10.12 Additional Duties.

Each officer and appointed official and standing committee chair shall submit a written summary report to the Secretary following notification of any Executive Board Meeting and before convening said meeting. All officer reports will be made available to Executive Board members during New Business. Each officer, high school, college, and standing committee chair shall present an annual report at the State Convention.

Section 302.10 Appointed Officers

The President shall appoint a non-voting Sergeant at Arms.

SECTION 303.10 Vacancies.

Section 303.10.1 Office of the President.

In the event of the death, resignation, or removal of the President, the resultant vacancy shall be filled at a special meeting for the Executive Board called for that purpose not less than fifteen (15) days nor more than thirty (30) days from such occurrence, provided, that no special meeting shall be called within thirty (30) days prior to the State Convention. The call to meeting shall be issued by the Secretary, and a majority vote of the Executive Board will elect the Presidential successor who shall serve for the balance of the current unexpired term. The Executive Vice-President shall assume the duties of the President until said vacancy is filled.

Section 303.10.2 Officer other than the President.

In the event of the death, resignation, or removal of an Officer other than the President, the President shall appoint a new officer to fill the vacancy.

Section 303.10.3 Resignation of Officers – Effectiveness.

Officials of the YDAZ who resign must do so by submitting in writing said intent to the President (the Executive Vice-President if the President is resigning) and the Secretary with an effective date. In the absence of an effective date, the resignation will become effective upon receipt of notice by the Secretary. Vacancies by resignation will be filled in accordance with Sections 303.10.1 and 303.10.2.

SECTION 304.10.4 Initial Appointment for Newly Created Officers.

In the event of the creation of a new office between State Conventions, the President shall appoint the initial holder of the office. The term of the appointed officer shall be from confirmation until their successor is elected at the next State Convention or that State Convention adjourns without ratifying the amendment creating the office.

SECTION 305.10 Impeachment/Removal.

Section 305.10.1

Officers of the YDAZ are subject to impeachment and removal from office for conduct unfitting an elected officer of the Young Democrats. Absence from three (3) or more consecutive executive meetings, misfeasance, malfeasance, or nonfeasance of assigned or non-assigned duties of the office.

Section 305.10.2

Impeachment/Removal proceedings may be initiated by the Executive Board and the General Assembly.

If a vote of the Executive Board initiates the impeachment/Removal, the impeachment/removal proceedings will be conducted by the Executive Board. If the impeachment/removal is initiated by the General Assembly, a vote of fifty percent (50%) or more of the membership in good standing is required for the impeachment/removal proceedings to be conducted by the General Assembly.

Impeachment/Removal proceedings may be initiated and decided by the following:

1. Calls for impeachment by any officer and seconded by another officer.
2. Calls for impeachment can be made by a 50% + 1 vote by the general membership body of all our chartered units.
3. Impeachment occurs when two-thirds (2/3) of the officers present vote in favor of impeachment as long as a quorum is met. Additionally, impeachment occurs when 50% + 1 of

the general membership votes in favor of impeachment.

Section 305.10.3

The appropriate YDAZ executive body shall hear the arguments for and against the officer. The accused officer shall be given adequate notice of due process and allowed to mount a defense on their behalf. The accused officer may have a representative on their behalf. The presence of the accused officer is not required to proceed with impeachment/removal proceedings so long as said accused officer has been duly noticed. The accused officer may be impeached by a two-thirds (2/3) majority vote of the members present in the appropriate YDAZ body. The vote shall be conducted by secret ballot.

SECTION 306.10 Removal from Office.

Any officer duly impeached by the Executive Board shall be considered removed, barred from holding future YDAZ Executive Board positions, and their office vacant upon the adjournment of the Executive Board.

ARTICLE IV - STATE CONVENTION

SECTION 401.10 Authority.

The State Convention derives its authority from the General Assembly it is required to host annually.

SECTION 402.10 Time, Place.

A State Convention shall be held each year. State conventions must be held in a county outside of Maricopa at least once every three years. Local units should submit convention site bids for hosting State Convention. The Executive Board shall select from bids submitted at the time and place of the State Convention. The Executive Vice-President will establish the bid process and selection criteria.

SECTION 402.20 Notice of Convention.

The Secretary shall cause notice of the convention Time and Place to be distributed to the current listed membership and officers of the Young Democrats of Arizona, the officers of all chartered subunits, the Chair and Executive Director of the Arizona Democratic Party, and the President and Executive Director of the Young Democrats of America. Such notice must be sent no less than 30 days before the call to order of the State Convention and should contain: (1) the location, time, and date of the State Convention, (2) a list of offices to be elected at the convention, (3) a list of any individuals appointed to Chair committees listed in Section 403.10.3, (4) instructions on how to obtain a draft copy of the platform available pursuant to

Section 403.10.5, and (5) instructions how to obtain the approved chartering application.

SECTION 403.10 Convention Committees.

Section 403.10.1

For each State Convention, there shall be established a Charter and Rules Committee, a Platform Committee, and a Credentials Committee shall be established.

Section 403.10.2

Committee chairpersons, except that of the Credentials Committee, shall be appointed by the President no later than thirty (30) days prior to the opening session of the State convention. Every chartered unit may send a delegate to each committee with one vote.

Section 403.10.3

Each committee shall meet at least once before the General Session at State Convention to conclude its tasks.

Section 403.10.4

The Charter and Rules committee shall review and request changes, revisions, and amendments be made to the Charter and/or these by-laws. The Charter and Rules committee is empowered to adopt rules consistent with the YDAZ Charter and these by-laws for changes in the same. The committee must present a report on each proposal for change it receives.

Section 403.10.5

The Platform Committee shall submit a draft of a platform to the Executive Board thirty (30) days prior to the State Convention. The platform draft will also be available, upon request, to the general membership. The Platform Committee will present the platform draft at the designated time during the State Convention for amendments and adoption.

Section 403.10.6

The Credentials Committee shall be chaired by the Vice President of Membership. The Credentials Committee shall review the credentials of all members. Said committee may establish administrative guidelines to promote a more efficient accreditation of members. Furthermore, the Credentials Committee shall determine numbers for votes at State Convention to include quorum, majority, and minority votes.

SECTION 404.10 Vote Allocation

Section 404.10.1

Individuals: All members who have met the requirements of YDAZ Charter Section 201(a) in the affirmative are eligible to vote.

Section 404.10.2

Members of units who turn in their chartering packets after the deadline stated in section 102.10 shall not be eligible to vote. Instead, the unit as a whole shall be given one vote to be allocated at the discretion of the members of that unit. A 2/3 vote of the Executive Board may reinstate the offending chapter's vote eligibility.

SECTION 404.11 Proxies at Convention

Section 404.11.1

Any Young Democrat who has met the requirements of YDAZ Charter Section 201(a) in the affirmative and is currently overseas in public service or for education shall be allowed one proxy to another young Democrat who has met the requirements of YDAZ Charter Section 201(a) in the affirmative.

Section 404.11.2

The Vice President for Membership will create the proxy form and will submit it to the executive board for a majority vote. The Vice President of Membership shall use the Arizona Democratic Party's proxy form as a general guide. No person shall hold more than three (3) proxies for each vote of the general assembly. The proxy form signature shall be witnessed by a notary public or by two (2) separate witnesses.

ARTICLE V - GENERAL ASSEMBLY

SECTION 501.10 Authority

The General Assembly shall be the final and highest authority of the YDAZ, subject to the provisions of this charter.

SECTION 502.10 Members

Any person meeting the requirements of YDAZ Charter Section 201 in the affirmative shall be a member of the Young Democrats of Arizona General Assembly and are eligible to vote.

SECTION 503.10 Meetings

The General Assembly shall meet twice a year, once at State Convention and another early fall. Each member meeting the requirements of YDAZ Charter Section 201 in the affirmative must be notified in writing no later than 30 days preceding the meeting.

ARTICLE VI - NATIONAL CONVENTION

SECTION 601.10 Delegation

The YDAZ shall send a delegation to the National Convention of the YDA consisting of Delegates and Non-Delegates. Only delegates, members who meet the requirements of Section 602.10, may vote on behalf of YDAZ in any votes at the National Convention

SECTION 602.10 Eligibility

Delegates to the National Convention shall consist of all elected Executive Officers of YDAZ and members who meet the requirements of YDAZ Charter Section 201(a), elected to the YDA National Convention Delegation.

SECTION 603.10 Delegate List

The President (or the Delegation Chair, if different, upon the direction of the President) shall send the Delegate list to YDA.

SECTION 604.10 Non-Delegates

Non-delegate members at National Convention may be appointed to committees at the option of the President (or the Delegation Chair, if different, upon the direction of the President)

ARTICLE VII - MISCELLANEOUS PROVISIONS

SECTION 701.10 Proxies.

Section 701.10.1 Form.

All proxies shall be written and shall include the name of the person executing the proxy, the name of the person to whom the proxy is given, and the period of time for which the proxy is valid. Every proxy and such acknowledgment or swearing shall be attested to by a notary public or other officer authorized by law to so attest in the jurisdiction where executed. Only originals are accepted as proxies. Facsimiles or copies are not acceptable. Proxies that appear marred or altered are acceptable as per Section 701.10.2.

Section 701.10.2 Approval.

Proxies shall be presented to the Secretary of the Executive Board, who shall determine whether they are in proper order. Proxies approved by the Secretary are immediately entitled to a vote. A majority vote upon appropriate motions shall be sufficient to reject a proxy approved by the Secretary or approve a proxy rejected by the Secretary.

ARTICLE VIII - GENERAL PROVISIONS

SECTION 801.10 Candidate Endorsements.

It shall be the policy of the Young Democrats of Arizona and all of its entities not to provide official endorsements to any candidate in a contested primary election. The YDAZ is permitted to endorse candidates only upon a two-thirds majority vote of the Executive Board or General Assembly. Preference and priority of endorsements shall be to those candidates who are Young Democrats or foster the ideals of the YDAZ. Local organizations are not bound by this policy but are urged to carefully consider the possible organizational risks of such an endorsement.

SECTION 801.20 Proposition and Referendum Endorsements.

The YDAZ is permitted to endorse propositions or referendums only upon a two-thirds majority vote of the Executive Board or General Assembly. Local organizations are not bound by this policy but are urged to carefully consider the possible organizational risks of such an endorsement.

SECTION 803.10 YDA National Candidates.

The YDAZ Executive Board is permitted to endorse candidates for National YDA offices upon a three-fourths (3/4) majority vote. The YDAZ General Assembly is permitted to endorse candidates for National YDA offices upon a two-thirds (2/3) majority vote.

ARTICLE IX – AMENDMENTS

SECTION 901.10 Amendments.

Bylaws may be adopted or amended by a majority vote of the Executive Board or the State Convention; and must comply with all procedural requirements for charter amendments as to notice and committee approval, as provided for in the Charter. Bylaw amendments adopted by the Executive Board do not require ratification by the State Convention. Bylaws may not conflict with the Charter.

ARTICLE X – EXECUTIVE BOARD ELECTION PROCEDURES

SECTION 1001.10 Elected Positions

The positions that shall be up for election annually, 365 days after the prior Executive Board took office shall be: President, Executive Vice President, Vice President of Finance, Vice President of Membership, Vice President of Communications, Political Director, Coalitions Director, Secretary, Treasurer, National Committeeperson.

SECTION 1002.10 Positions Eligibility

All candidates must be Arizona residents or spend over half of the year in Arizona and must be

a member of a local YDAZ chapter. Further, all candidates must fall in the age range of 17 - 35. The candidates for the role of President must have served on the YDAZ Executive Board the year prior to election day. If no member of the prior executive board is able/willing to run for the position of President, then a motion can be made by the Executive Board to allow the position of President to be open for the public per the vote by the Executive Board of a 2/3 majority.

SECTION 1003.10 Candidacy Process

The President, Executive Vice President, or Secretary shall create an application for candidacy a minimum of 60 days prior to the election day. The Vice President of Communications shall, then, market the application to the public no more than 45 days prior to the election. Upon the close of the application, the President or Vice President must send the applicants correspondence pertaining to election day procedures and next steps. The completion of the application by the candidates only makes them viable to be motioned during election day and does not officially add them to the final ballot.

SECTION 1003.10.01 Electioneering

Candidates may not perform any electioneering before election day. Doing so will disqualify the candidate for all positions for the present cycle.

SECTION 1004.10 Election Day Procedures

On the date of the election, a virtual meeting will be held. Anyone other than the President, Executive Vice President, and Secretary shall move to begin the election. Once seconded, the election process shall begin. The President shall begin at the top of the ticket with the candidates for President and shall ask if there are any motions for candidates who successfully completed the application to be placed on the ballot for that position. Once moved and seconded, that candidate shall be officially placed on the ballot. As soon as all candidates have been nominated and placed on the ballot, speeches shall begin for that position. Candidates will be given two minutes to speak for the position and shall be stopped if over time. Once all candidates have spoken for the position, the Secretary will send an anonymous ballot for all those in attendance for the election to fill out with one vote for their preferred candidate or an abstention. Upon reception of all ballots, votes shall be tabulated by the Executive Vice President and Secretary, and a winner shall be announced by the President after double confirmation of votes. The body will then move on to the following position and repeat until all positions have been completed.

SECTION 1005.10 Miscellaneous

SECTION 1005.10.01

If a position is left vacant after election day, the newly-elected President shall appoint a new officer to said vacant position. For positions that become vacant during the administration, the President shall appoint a new officer to said vacant position.

SECTION 1005.10.02

If a candidate is nominated during election day but does not successfully apply for the position, the President shall deny the nomination as a result of noncompliance with ARTICLE X, Section 1003.10.

SECTION 1005.10.03

A ballot containing the names of all those who applied for the position may be made before election day, but the final ballot must contain only the names of those who received nomination during the elections meeting. If a ballot goes out on election day containing names of those not nominated, the body must restart elections procedures as outlined by ARTICLE X, Section 1004.10 for the position with the false ballot.

Section 1005.10.04

If the sitting President is running for the position of President as an incumbent, the Presidential portion of Election day shall be facilitated by a non-biased body of the Executive Board.