

Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ) Democrats of Wake County Bylaws

ARTICLE I: NAME AND AFFILIATIONS

Section 1. Name. The official name of this organization shall be the Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ) Democrats of Wake County. Informally, the organization shall be known as the “LGBTQ+ Dems of Wake County.” Hereafter in this document the organization shall be referred to as the LGBTQ+ Democrats of Wake County.

Section 2. Affiliations. This organization shall be influenced and guided by the platforms and policies of the Democratic Party on the county, state and national levels. It shall be considered an auxiliary of the Wake County Democratic Party and the official Wake County chapter under the LGBTQ+ Democrats of North Carolina.

Section 3. Scope. This organization shall not take any action which is in conflict with these Bylaws, with the Constitution of the United States, with the North Carolina Constitution, with national, state, and local law, or with the Plan of Organization of the North Carolina Democratic Party.

ARTICLE II: OBJECT AND POLICY

Section 1. Object & Vision. The purpose of the LGBTQ+ Democrats of Wake County is to work within the Wake County Democratic Party, providing a strong voice and representation within the party structure; securing full equal rights for LGBTQ+ citizens through effective legislation and policies; electing pro-equality Democrats to office and encouraging LGBTQ+ persons to participate fully as Democrats at all levels of policymaking and public service.

Section 2. Charge. This organization and its members shall take an active interest in local, state, and national affairs.

Section 3. Party Nominees. This organization and its members shall support actively and by appropriate means the nominees of the Democratic Party in national, state, and local elections. This organization shall not endorse or support the candidacy of any person for public office prior to nomination by the Democratic Party; however, individual members may support candidates prior to nomination.

Section 4. Wake County Democratic Party Executive Committee. This organization shall seek in all of its operations the advice and cooperation of the Wake County Democratic Party Executive Committee.

ARTICLE III: MEMBERSHIP

Section 1. Policy. Membership in the LGBTQ+ Democrats of Wake County shall be open to all registered Democrats in Wake County, no matter their sexual orientation or gender identity.

Section 2. Membership Dues. The amount of membership dues shall be determined by the Executive Board of the LGBTQ+ Democrats of Wake County on an annual basis. The calendar for dues assessment shall be in accordance with that of the state organization.

Section 3. Voting. Any Democrat, upon being duly registered at a meeting, shall be considered a member of the organization and entitled to one vote.

ARTICLE IV: EXECUTIVE BOARD

Section 1. Duties. The affairs of this organization shall be conducted between regular and annual meetings by the LGBTQ+ Democrats of Wake County Executive Board.

Section 2. Voting members. Voting members of the Executive Board shall consist of the President, Vice President, Secretary, and two (2) at-large board members.

Section 3. Voting. If a member of the Executive Board holds two or more positions on said board that member shall have only one vote on the Executive Board.

Section 4. Appointments. The President, with consent of the Board, shall appoint a Treasurer and any other position that may prove necessary for the ongoing work of the organization. All appointed positions serve at the pleasure of the President and appointments end with the accession of a new President to office.

Section 5. Committees. The President, with consent of the Board, shall create any committees as shall prove necessary for the ongoing work of the organization. All committee members serve at the pleasure of the President and existing committees may be reassessed with the accession of a new President to office.

Section 6. Quorum. Quorum shall exist at any meeting of the Executive Board when three of the voting members of the Executive Board are present. For a General Body Meeting to reach quorum, a total of 8 members must be present (including board members).

Section 7. Removal of members. Members of the Executive Board may be removed from office under the following provisions:

- a. The member is no longer an active member; or,
- b. The member misses two (2) Executive Board meetings without sending a proxy vote; or,
- c. The President may recommend to the Executive Board that any member be removed from office. The President shall state the nature of the charges in writing to the Executive Board at least twenty (20) days prior to any Executive Board meeting. A two-thirds (2/3) vote of those present at the Executive Board meeting shall be necessary to remove any officer.
- d. All documentation of removal of officers shall be forwarded to the Secretary for safekeeping and a copy sent to the President of the LGBTQ+ Democrats of North Carolina and the Chair of the Wake County Democratic Party. An individual who has been removed from office may appeal to the Executive Board for reinstatement. A vote of two-thirds (2/3) of those present at the Board meeting shall be necessary for reinstatement.

Section 8. Proxy Votes. Any member may designate a member from the group he or she represents to serve as his or her proxy for an Executive Board meeting by notifying, in writing, the presiding officer prior to the call to order for such a meeting; provided, however, no person may serve as an alternate for more than one member at any meeting and no one may cast more than one vote.

ARTICLE V: OFFICERS

Section 1. Duties of the President. The duties of the President shall be to uphold and enforce the provisions of these Bylaws; to organize and administer the organization; to preside over all meetings; to appoint chairpersons of standing and select committees; to represent the organization at all official functions; to serve on the Wake County Democratic Party Executive Board; to submit a final report to the Chair of the Wake County Democratic Party at the conclusion of each year; to prepare an agenda for each meeting and send it to the Secretary one week prior to the meeting for distribution with the minutes to the members; and to chair the Executive Board. All appointments by the President shall be submitted to the Executive Board, which may veto any appointment within 10 days by majority vote.

Section 2. Duties of Vice President. The duties of the Vice President shall be to advise and assist the President in the administration of the organization and to assume the duties of the

executive office in the absence of the President. The Vice President will actively recruit and assist in the development of new members and assist other officers as needed.

Section 3. Duties of the Secretary. The duties of the Secretary shall be to maintain the files of the organization; to record the minutes of all meetings; verify memberships; maintain an accurate membership list of the organization; and with the approval of the President to conduct the official correspondence of the organization. Persons, as specified by the Executive Board, will be sent notices of each Executive Board meeting. The Secretary should send notices at least one week in advance of the meeting. Notices will be accompanied by the proposed minutes of the most recent meeting and by an agenda for the upcoming meeting. The Secretary shall serve as Assistant Treasurer for reporting purposes with the State Board of Elections.

Section 4. Duties of the Treasurer. The duties of the Treasurer shall be to keep an accurate account of all financial transactions; to compile periodic financial status reports; to file financial reports as required with the State Board of Elections; and to conduct all financial affairs of the organization. The Treasurer will forward a copy of State Board of Elections financial reports to the County Party for their records.

Section 5. Election of officers. All officers shall be elected at a bi-annual Election Meeting to be held in odd numbered years. For the first election of officers for the organizational meeting, any registered Democrat in Wake County may cast a ballot for any candidate standing for office. Elections shall take place no later than April 30th of the odd numbered year.

Section 6. Term of officers. Officers shall serve for a period of two years following their election and until their successors are elected and installed.

Section 7. Minutes of Executive Board meetings. During each Executive Board Meeting, minutes shall be taken by the Secretary or their designee. The minutes will be available to any member who wishes to view them by making a written request to the Secretary. {By a majority vote of the Executive Board, Executive Session may be called to discuss sensitive subject matters; the Secretary shall not publish minutes outside of the Executive Board.}

Section 8. Vacancies. Any vacancy among the officers shall be filled by the Executive Board for a period of up to ninety (90) days before an election by the general membership occurs. {Upon election by the general body, the member shall serve out the remainder of the stated term.} The Vice President shall succeed the President.

Section 9. Diversity and Inclusion. When it comes to the election of officers, the organization shall make an {a reasonable} effort to balance the Executive Board to reflect all

interest groups. The organization is committed to encouraging and sustaining an environment that is free from discrimination and welcomes all, including, but not limited to the following groups: basis of actual or perceived HIV status, race, color, creed, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, genetic information, age, socioeconomic status, or geographic locations. Best effort shall be made to hold meetings in inclusive settings, including spaces with gender-neutral bathrooms.

ARTICLE VI: AMENDMENTS & PARLIAMENTARY AUTHORITY

Section 1. These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of members at a General Body Meeting, assuming said meeting maintains quorum. Upon successfully amending the Bylaws, updated Bylaws shall be uploaded to the website and provided to the President of the LGBTQ+ Democrats of North Carolina and the Chair of the Wake County Democratic Party

Section 2. Robert's Rules of Order Newly Revised; Bylaws; Special rules. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

Section 3. Notwithstanding the above, the Executive Board may approve special appointments and expenditures by the President as designated in the Bylaws without meeting in person, so long as the recorded vote is submitted for inclusion in the minutes of the next regular meeting of the Board.