



**BYLAWS  
OF THE GEORGIA  
FEDERATION OF  
DEMOCRATIC WOMEN**

## **Article I - Name**

- A. The name of this Organization shall be the GEORGIA FEDERATION OF DEMOCRATIC WOMEN, hereafter referred to as GFDW.
- B. GFDW shall be a member of the National Federation of Democratic Women, hereafter referred to GFDW and NFDW respectively.

## **Article II –Purpose/ Mission and Objectives**

The purpose of the GFDW shall be, through our time, our talents, and our finances:

- 1. Strengthen all facets of the Democratic Party and women’s participation in it.
- 2. Promote the election of Democrats in all levels of government
- 3. Promote and encourage qualified women to seek political office and to serve on government boards and agencies.
- 4. To raise the visibility, public awareness and prestige of the Democratic Party in the state of Georgia and Georgia Federation of Democratic Women.
- 5. Facilitate support for various educational and social programs that are of concern to women in the state of Georgia.
- 6. To advocate for issues that are important or impact Women and their Families.
- 7. To ensure fraud-free elections and to promote campaigns using fair and just tactics that is based on facts rather than half-truths and character assassinations.

This organization shall take no part in supporting one Democratic candidate over another in any primary, nor shall any member or officer be permitted to do so in the name of the GFDW. The same applies in nonpartisan races with multiple Democrats running. If there is only one Democratic in a nonpartisan race then we can support that Democrat as we would in a primary with only one candidate.

The objectives of GFDW shall be to:

- A. Promote an informed electorate through political education and activity.
- B. Increase the effectiveness of women in the cause of good government through active political participation.
- C. Support the principles and objectives of the Democratic Party and Democrat nominees by working for Democrat candidates in all elections.
- D. The GFDW, as an organization, will not endorse an individual candidate in a contested primary.

## **ARTICLE III – AFFILIATED LOCAL CHAPTERS**

### **Section 1**

The GFDW is authorized and empowered to issue charters to local Democratic women’s organizations which are eligible for membership pursuant to the provisions of these bylaws, the charter and bylaws of the Democratic Party of Georgia, and the bylaws of the National Federation of Democratic Women.

## **Section 2**

Local GFDW chapters should have designated meeting times. If the prescribed number of meetings or activities is not called by the president or one of the vice presidents, then local interested members should contact the GFDW District Directors and GFDW president for assistance in revitalization.

## **Section 3**

If local chapters are inactive as described in Article III, Section 2, then the money in the treasury of the local chapter should be transferred to the GFDW treasurer who will hold the money in the GFDW treasury for 12 months until the chapter becomes active again. GFDW may pay for or reimburse for chapter bills which are properly submitted to the treasurer. If the chapter does not become active again within 12 months, the money will be permanently transferred to the GFDW treasury.

## **Section 4**

The GFDW Executive Board can remove an officer(s) and or its members from any local Chapter if they fail to follow their local and state bylaws, fail to regularly hold Chapter meeting, derelict of their duties, create a hostile and toxic environment for the Chapter's membership, failure to support the mission of the NFDW and GFDW Democratic values, and other harmful actions.

# **Article IV - Membership**

## **Section 1 - Eligibility**

- A. Voting membership in this organization shall be extended to all financial members of their chapters who share the Democrat philosophy and who are in agreement with the purpose of this organization.
- B. Each member must be a registered voter.
- C. An individual may be a voting member of only one Democratic Women's Chapter.
  - 1. When membership is held in more than one Federated Democrat Women's Chapter, a member must declare in which chapter she wants to exercise her voting privilege.
  - 2. If she chooses GFDW, then membership shall be recorded by GFDW as an at large member and reported to the National Federation of Democratic Women as such.

## **Section 2 – Classification of Membership**

- A. There shall be four (4) classifications of membership: Voting, Associate, Student and Associate Student.
- B. Voting Membership**
  - 1. Dues must be current.
  - 2. Voting Members shall have paid dues and be in good standing (30) days prior to election of officers to be eligible to vote in an election of officers.
  - 3. Voting Members must have paid dues in their chapter sixty (60) days prior to becoming an elected officer.
  - 4. When Voting Membership is held in a Federation Democrat Women's Chapter other than your home Chapter, such member may belong to other Chapters as an Associate Member but shall not have the right, to make motions, hold office or

Committee Chairmanship; have a voice in a debate or vote.

**C. Associate Membership**

1. Shall not be recorded with GFDW and NFDW.
2. Upon payment of required annual dues Associate Members may attend meetings, but shall not have the right to:
  - a. make motions
  - b. hold office
  - c. serve as a Committee Chair
  - d. vote or be counted for the purpose of determining a quorum or the number of delegates/alternates to GFDW state conventions
3. Democratic men may be eligible for Associate Membership only.

**D. Student Membership**

1. Is to be granted to an undergraduate or post-graduate level female student and student membership shall have the same voting privileges upon payment of required dues as Voting Membership.
2. Annual proof of school enrollment is required before voting membership is granted (a copy of either current class schedule or student ID).

**E. Associate Student Membership**

1. Shall not be recorded with, or be a member of the State and National Federations of Democrat Women.
2. Associate Student Membership has no voting privileges.
3. Democrat males or females may be eligible for Associate Student Membership only and upon payment of required annual dues.
4. Associate Student members may attend meetings but shall not have the right to:
  - a. make motions
  - b. hold office
  - c. serve on committees
  - d. Vote or be counted for the purpose of determining a quorum or the number of delegates/alternates to GFDW state conventions.

**Section 3 – Resignation**

Resignations of voting member shall be in writing and will be accepted immediately.

Resignations will be recorded in the minutes of the next executive and/or membership meetings.

**Section 4 – Removal**

- A. In the event GFDW has to remove a member for cause, the removal shall be done by a two-third (2/3) vote of the Executive Committee.
- B. A member may be removed from membership for the following causes:
  1. Non-payment of dues.
  2. Attendance and participation unless otherwise excused for personal or medical reasons.
  3. Non-compliance of Local, GFDW or NFDW Bylaws, in any instance.
  4. Causing discord within their Local Chapter of GFDW.
  5. Derelict of their duties

**Article V – Officers**

## **Section 1 – Officers**

The officers of GFDW shall be President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

## **Section 2 – Term**

- A. The term of office for GFDW officers shall be for two (2) years. A person may serve more than two consecutive terms in the same position.
- B. Elected officers shall assume their duties at the close of the meeting in which they are installed.
- C. Resignation of an officer must be in writing and will be accepted immediately. Resignations will be recorded in the minutes of the next executive and/or membership meetings.
- D. Upon resignation, the outgoing officer must immediately turn over all GFDW and Chapter records and property of GFDW to the executive committee.

## **Section 3 – Vacancies**

- A. The Executive Committee shall fill any vacancy in an office that has six months or less remaining in an unexpired term.
- B. For an unexpired term of more than six (6) months, the Executive Committee shall fill the vacancy on an interim basis until the next regular membership meeting. At the next regular membership meeting, the vacancy shall be filled by a majority vote of the Voting members who are present.
- C. Only Voting members shall be eligible to be appointed or elected to fill vacancies.
- D. The 1<sup>st</sup> Vice President shall assume the position of the President if the President resigns or is unable to perform her duties for an extended period of time; and the 1<sup>st</sup> Vice President shall serve out the remaining Term of said Presidency if the remaining term is less than six (6) months. If the 1<sup>st</sup> Vice President is unable to assume the position of the President, the 2<sup>nd</sup> Vice President will assume the position of the President and shall serve out the remaining Term of said Presidency if the remaining term is less than six (6) months.

## **Section 4**

The executive committee shall consist of the officers as named in Article IV, Section 1, who shall conduct the business of the GFDW between board meetings. All votes of the executive Committee shall be ratified by the board.

# **Article VI – Duties of Officers**

## **Section 1 – President**

- A. Shall have general supervision of the work of the GFDW.
- B. Shall appoint or replace all Chairwomen of Standing Committees and special committees.
- C. Shall serve as an ex-officio member of all committees except the Nominating Committee.
- D. Shall preside at all meetings of GFDW and the Executive Committee.
- E. Shall appoint a Parliamentarian, and may appoint a Chaplain and a Historian.
- F. Shall represent the organization at all times.
- G. Shall serve on the Board of Directors of the National Federation of Democratic Women

and the Democratic Party of Georgia.

- H. Shall have the authority to enter in contractual agreements and conduct business on behalf of GFDW.

### **Section 2 – 1<sup>st</sup> Vice President**

- A. In the absence of the President, perform the duties of the President.
- B. Shall Chair the Program Committees. Shall perform other such duties as may be assigned by the President or the Executive Committee.

### **Section 3 – 2<sup>nd</sup> Vice President**

- A. In the absence of the President and the 1<sup>st</sup> Vice President, perform the duties of the President.
- B. Shall chair the Fundraising Committee.
- C. Shall perform other such duties as may be assigned by the President or the Executive Committee.

### **Section 4 – 3<sup>rd</sup> Vice President**

- A. The Third Vice President shall be the director of membership.
- B. She shall work directly with district directors in GFDW and shall assist with chapter activities and organizational work to be done in the respective starting new chapters.
- C. She shall be responsible for at-large membership, working in concert with the treasurer to send dues notices.

### **Section 5 – Recording Secretary**

- A. Shall maintain and make available minutes of all meetings of the Chapter and Executive Committee.
- B. Shall provide the President with copies of minutes of all meetings and make the minutes available to the Executive Committee and the membership.
- C. Shall be responsible for conducting correspondence specified by the President and/or the Executive Committee.
- D. Shall maintain a file of GFDW correspondence, making such information available to the President and Executive Committee upon notice.

### **Section 6 – Corresponding Secretary**

- A. It shall be the duty of the Corresponding Secretary to conduct such correspondence of the GFDW as may be directed by the President and the board of directors.

### **Section 7 – Treasurer**

- A. Shall maintain a written record of monies received and disbursed.
- B. Make a full accounting report at Executive Committee and regular membership meetings.
- C. Shall deposit all funds of GFDW in a bank approved by the Executive Committee
- D. Prepare checks for Executive Committee-approved expenses for signature by the President or the Treasurer.
- E. Shall maintain an up-to-date roster of GFDW membership.
- G. Shall serve as an Ex-officio member of any committee handling funds of GFDW.
- H. Shall submit all books and records for annual review at the end of the fiscal year.

- I. Shall submit all books/records and checkbook for monthly reconciliation of the books/records with the “original” Bank Statement. (This can be a joint reconciliation.)
- J. Develop with the Executive Committee the Annual Budget.

## **ARTICLE VII – EXECUTIVE BOARD**

**Section 1** The Executive Board shall consist of the officers as named in Article V, who shall conduct the business of the GFDW between board meetings. All votes of the executive committee shall be ratified by the board.

**Section 2** The Executive Board shall be the administrative board of the NFDW and shall have the power and authority to do and perform all acts and functions that the NFDW itself might do or perform that are not inconsistent with these Bylaws.

### **Section 3**

The Executive Board shall meet at such time and place as the President or a majority of the board may designate. These meetings, including the Annual Convention,

### **Section 4**

Require mandatory attendance with no more than one exception during the course of a term with just cause and shall be in writing to the President. An evaluation of performance shall be required as action by the Board of removal of any officer as determined by a 2/3 vote of the Executive Board.

### **Section 5**

A quorum shall constitute a majority of the board’s membership. Voting by proxy shall not be permitted.

### **Section 6**

If necessary the Executive Board may meet by conference call via telephone or e-mail.

### **Section 7**

The Executive Committee may adopt policies for board management and present the policies to the Board of Directors for ratification.

## **Article VIII – Executive Committee**

### **Section 1 Executive Committee Members**

- A. The Executive Committee shall consist of the Elected Officers, the immediate Past President, and the Parliamentarian who is non-elected. Parliamentarian will have non-voting status as a part of the Executive Committee.
- B. Standing Committee Chairwoman will participate as advisors.
- C. The President shall preside at Executive Committee meetings.
- D. In the absence of the President, the 1<sup>st</sup> Vice-President shall preside. In the absence of the President and the 1<sup>st</sup> Vice President the 2<sup>nd</sup> Vice President the 3<sup>rd</sup> Vice President shall preside.

**Section 2 Duties of the Executive Committee**

- A. The Executive Committee shall approve the bank or banks where funds are to be deposited
- B. The Executive Committee shall direct the disbursement of funds in accordance with the Annual adopted Budget. Any expenditure not in the budget must be brought before the general membership to vote.
- C. Make recommendations to the President regarding pertinent GFDW business.
- D. Develop the annual budget.
- E. When time is of the essence the Executive Committee has the authority to expedite decisions for the GFDW including the allocation of funds for an event/project with an amount up to \$500.00

**Section 3 Meetings of the Executive Committee**

- A. The Executive Committee shall meet on the call of the President or on written request of forty percent (40%) of the Executive Committee members.
- B. A quorum of forty percent (40%) of the Executive Committee members shall be required in order to transact GFDW business.
- C. A minimum of at least five Executive meetings shall be held each year.

**Section 4 Special Meetings of the Executive Committee**

- A. Special meetings of the Executive Committee may be called by the President or upon written request of forty percent (40%) of Executive Committee members.
- B. Written notice of Special Meetings of the membership shall be given to the members five (5) days prior to any Special Meeting.
- C. The purpose of a special meeting shall be stated in the notice sent to all members and no other business shall be transacted.

**ARTICLE IX – BOARD OF DIRECTORS**

**Section**

The Board of Directors shall consist of the officers of the GFDW: President, First Vice President, Second Vice President, Third Vice President, Corresponding Secretary, Recording Secretary, and Treasurer as listed in Article V, and the two Immediate Past Presidents.

- A. The board shall also include:
  - 1) Two district directors from each congressional district to serve as co-Directors. Additional district co-directors may be assigned by vote of the board. District directors shall be responsible for the formation and Promotion of new chapters within the counties of their districts and for Assisting Democratic chapter, county Democratic chairpersons, and party Congressional district chairpersons in promoting the purposes of the GFDW and the state and national Democratic parties.
  - 2) A Historian, Chaplain, and Parliamentarian shall be nominated by the President and be ratified by the Executive Committee and the Board.
  
- B. To expand the Board when particular expertise or clout is warranted and to increase the number of persons interested in working with the GFDW, the



president shall appoint two people to the Board who shall serve as voting at-large board members for the duration of her term.

B. The President shall serve a chairperson of the Board of Directors.

C. The Georgia Women serving on the Democratic National Committee, women Congressional district chairs, and Democratic Congresswomen from Georgia shall be ex-officio members.

## **Section 2**

Each officer and committee chair shall give a report at each meeting of the GFDW with the exception of special called meetings.

## **Section 3**

A majority of the board of directors shall constitute a quorum at any meeting thereof. If at any meeting a quorum shall fail to appear, the president shall designate the adjourned time of such meeting and any number appearing at such meeting shall constitute a quorum. Voting by proxy shall not be permitted.

## **Section 4**

The duties of the board of directors shall be to transact necessary business between the annual meetings, to select sites and dates for such meetings, to create standing and special committees and designate the duties of these committees, and to strengthen chapter activities throughout the state.

## **Section 5**

The GFDW's board shall have a summer, fall and winter meeting in addition to the state meeting held in the spring. The Board may meet via conference call from two of the three meetings. Additional meetings of the board may be called by the president or at least one-fourth of the membership of the board upon receipt of all members of written notice seven days prior to such meeting. Emergency meetings of the board may be conducted by conference call via telephone or e-mail. A quorum for the conduct of board business shall be a majority of the membership of the board. A majority vote is required for official passage of board actions.

## **Section 7**

If a board member has been inactive for six months without just cause, she should be replaced with proper notification.

## **Section 8**

After proper notification, any officer or board member may be removed from office in the GFDW for cause by a two-thirds vote of the board.

## **ARTICLE X – ADVISORY BOARD**

An advisory board of well-known Democratic women, not to exceed 20 persons, and who are to become members of the GFDW, shall be established. These persons are to be appointed by the president and ratified by the board. Their names are to be included on GFDW stationery and they will be involved in GFDW activities.

## **Article XI – Membership Meetings**

### **Section 1 Meeting Date and Time**

A. The Executive Committee shall determine the date and time of regular meetings.

### **Section 2 Special Meetings**

- A. The President, upon written request, shall have the authority to call Special Meetings of GFDW.
- B. Written notice of Special Meetings of the membership shall be given to all at large members five (5) days prior to any Special Meeting.
- C. The purpose of a special meeting shall be stated in the notice sent to all at large members and no other business shall be transacted.

### **Section 3 Annual Meeting**

The meeting in April shall be the Annual Meeting and shall be for the purpose of electing officers, and receiving reports of officers and committees, and approving the annual budget each year.

## **Article XII - Dues**

### **Section 1 Membership Dues**

- A. Membership dues for the GFDW shall be as follows:
  - Voting/At Large Members - \$30 payable in January of each year
  - Associates Members - \$30 payable in January of each year.
  - At Large College Students up to age 25- \$15 payable in January of each year.
  - State dues of \$4 per member and a membership roster will be submitted to the Georgia Federation of Democratic Women before March 31st of each year.
- B. Dues shall be payable on or before January 1<sup>st</sup> but will be collected throughout the year as members join.
- C. Membership can vote annually for an increase in dues or for dues to remain the same.

### **Section 2 Membership Year**

- A. The membership year shall be from January 1st through December 31st.
- B. Dues will not be prorated nor refunded.

## **Article XIII- Nominations & Elections**

### **Section 1 Elections**

Elections shall be held every two years.

### **Section 2 Nominating Committee**

- A. The Executive Committee, at an Executive Committee meeting in September shall

- nominate a Nominating Committee of five members.
- B. The Executive Board shall vote on the nominating committee in September.
- C. The Nominating Committee shall obtain agreement to be nominated confirmations from each nominee they select for Office.
- D. One (1) nominee for each office shall be presented by the Nominating Committee at the Annual meeting in April of that election year or term.
- E. Nominations from the floor, with written consent of the nominee, or oral consent if the nominee is present, may be made at the Annual meetings election cycle.

**Section 3 Election and Installation of Officers**

- A. The election of Officers shall be held at the Annual Spring Luncheon meeting in April in year two of her term.
- B. Installation of Officers shall take place at the April Spring Luncheon meeting in the upcoming year that she is elected to start serving.

**Section 4 Elections Committee**

- A. An Elections Committee of not less than three members shall be appointed by the President at the meeting prior to the Annual meeting.
- B. The Election Committee shall provide all election materials and shall act as tellers for the election, if necessary.

**Article XIV - Committees**

**Section 1 Committees**

- A. The Executive Committee shall consist of elected Officers, Past President and Parliamentarian.
- B. The chairwoman of Standing Committees shall be appointed or reappointed by the President.
- C. Term of office for Standing Committee Chairmen shall be for two (2) years. Position will start upon appointment or thereafter as appointed.
- D. Standing Committee Chairman must be voting members of GFDW 30 days prior to appointment.

**Section 2 Standing Committees**

Standing Committees of GFDW shall consist of the following but are not limited. Additional Committees can be added by the President.

- A. Membership
- B. Bylaws/Rules
- C. Legislative
- D. Transportation
- E. Fundraising/Budget and Finance
- F. Education

**Section 3**

The Past Presidents of the GFDW shall serve as advisors to the current President and her officers when requested to do so.

**Section 4**

There shall be a NFDW Rilla Moran Woods Internship Awards Committee.

## **Article XV - Quorum**

### **Section 1-Executive Committee Quorum**

Forty percent (40%) of the Executive Committee members must be present at a regular or special called Executive Committee Meeting in order to have a quorum.

### **Section 2 Membership Quorum**

A quorum for the transaction of business at general meeting or special called meetings of GFDW shall consist of the majority.

## **Article XVI – Parliamentary Authority**

Robert's Rules of Order, Newly Revised, or the latest edition thereof, shall govern all proceedings of GFDW except where inconsistent with the provisions of the Bylaws of GFDW or NFDW. The Bylaws of the GFDW shall take precedence.

## **Article XVII – Amendments to Bylaws**

- A. Members shall be given thirty (30) days written notice of any proposed amendment to these Bylaws. The Bylaws may be amended at a regular meeting, or a special meeting called for that purpose.
- B. A two-thirds (2/3) vote of the members present and eligible to vote is required for changes to the Bylaws.

**AS AMENDED July 1, 2019**

**Carlotta Harrell  
President**

**Patricia Lovett  
Recording Secretary**