

# Young Democrats of Oklahoma Chartering Package

Chapter Name: \_\_\_\_\_

Chapter Location (School, County, University): \_\_\_\_\_

## **Officers:**

**President:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Vice President:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Secretary:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Treasurer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Other Office:** \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Other Office:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Advisor:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

## Members

**\*Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**\*Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**\*Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**\*Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**\*Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Member:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

## Sample Constitution

### CHAPTER CONSTITUTION \_\_\_\_\_ YOUNG DEMOCRATS

Our purpose will be to pursue the ideas of liberty, justice, and freedom for all regardless of race, religion, or sex. We shall pursue these ideas through support of the Democratic Party and its ideas, ideals, and candidates. With these thoughts we establish this constitution.

#### ARTICLE I

The name of this organization will be the \_\_\_\_\_ Young Democrats.

**Section 1:** The \_\_\_\_\_ *Young Democrats* will be chartered with, and affiliated with the Young Democrats of Oklahoma, and by and through the Oklahoma Young Democrats, will be affiliated with the Young Democrats of America.

**Section 2:** The \_\_\_\_\_ *Young Democrats* will be chartered with the \_\_\_\_\_ County Democratic Party and work as closely as possible with all levels of the Democratic Party.

#### ARTICLE II MEMBERSHIP

**Section 1:** Membership requirements for the \_\_\_\_\_ *Young Democrats* will be the same as those of the Young Democrats of America, except that members must be residents/students of \_\_\_\_\_ County/School/University.

**Section 2:** Membership will not be affected by race, color, national origin, sex, or physical disability.

#### ARTICLE III OFFICERS

The \_\_\_\_\_ *Young Democrats* will be composed of the \_\_\_ Young Democrats Executive Board and the remaining members. The Executive Board will consist of the officers of the \_\_\_\_\_ *Young Democrats*. The organization will have four (4) officers, one of which will be non-voting.

**Section 1:** The four (4) voting officers will be: President, Vice-President, Secretary, and Treasurer.

## ARTICLE IV OFFICER DUTIES

**Section 1:** The President will be the chief executive officer for the organization. He or she will preside over all chapter meetings. The President will have all of the following duties and powers. The absence of a specific power or duty from this list is not necessarily a denial of its existence.

- A. Establish administrative procedure not otherwise provided for by the Constitution or By-Laws of this chapter.
- B. Act for and on behalf of the high school chapter when they are not in session.
- C. Attend all meetings of the State Young Democrats. When the attendance of the President is not possible he or she will appoint a suitable replacement and give this person his or her voting proxy.
- D. Establish the agenda for each meeting of the chapter (general and executive).
- E. Serve as delegation chair to the State Young Democrats state convention.
- F. Appoint chairpersons of all committees, standing and adjunct, except that the President shall not appoint the chairpersons of the Recruiting and the Fund-raising Committees.
- G. Be an ex-officio member of all committees.

**Section 2:** The Vice-President will have all of the following duties:

- A. Chair the Recruiting Committee.
- B. Appoint a co-chairperson of the Recruiting Committee, pending the approval of the Executive Board.
- C. Act as President Pro-Tempore in the absence of the President. In a case where the President's office becomes vacant the, Vice-President will become the President automatically with that position. The office of the Vice-President then is vacant and will be filled by an appointment by the new President, pending the approval of the Executive Board and the general body.
- D. Assist the President.

**Section 3:** The chapter Secretary shall have all the following duties and powers:

- A. Keep accurate minutes of all chapter meetings (general and Executive Board).
- B. Assure publicity for all upcoming events and meetings.
- C. Keep an accurate mailing list and phone directory of all members.
- D. See to all correspondence of the chapter as directed by the President.

**Section 4:** The chapter Treasurer will be the chief financial officer of the organization and shall have all the following duties:

- A. Chair the Fund-raising committee.



- B. Appoint a Director of Fund-raising, pending the approval of the Executive Board.
- C. Be responsible for developing fund-raising ideas and soliciting donations.
- D. Maintain accurate financial records for the organization.
- E. Advise the chapter President and the Executive Board of the financial condition of the chapter.
- F. If deemed necessary by the Executive Board, the Treasurer will file any reports for the State Democratic Party or the State Ethics Commission in a timely manner.

**ARTICLE V  
EXECUTIVE BOARD**

The \_\_\_\_\_ *Young Democrats* Executive Board will be the chief policy making body for the chapter.

**Section 1:** The Executive Board will have all the following powers necessary for the proper and legal execution of all duties of the \_\_\_\_\_ *Young Democrats*.

**Section 2:** The Executive Board will meet no less than twelve (12) times during the course of one (1) fiscal year.

**ARTICLE VI  
GENERAL BODY**

The \_\_\_\_\_ *Young Democrats* general body will meet no less than eight (8) times during the course of one (1) year.

**ARTICLE VII  
ELECTIONS**

**Section 1:** Elections of officers will be held at the first meeting in \_\_\_\_\_ of each year. All terms are for one year.

**Section 2:** The order of elections will be as follows: President, Vice-President, Secretary, and Treasurer.

**ARTICLE VIII  
Standing Committees**

There will be two (2) standing committees. These committees will be the Fund-raising Committee and the Recruiting Committee. Each of these committees shall have five (5) or seven (7) members depending upon the preference of the committee chair.

**ARTICLE IX**

**FORMING NEW COMMITTEES**

The President or the Executive Board may form adjunct committees at any time for any reason they deem necessary.

**ARTICLE X**

**Supporting Candidates**

The \_\_ *Young Democrats* will never oppose a Democrat candidate for political office, either by supporting non-Democrat candidates or by not supporting all Democrat candidates in a primary, nor will the chapter support a non-Democrat candidate, even if said candidate does not have a Democrat opponent.

**ARTICLE XI**

**Constitutional Amendments**

Amendments to this constitution must be submitted in writing to the chapter President and chapter Secretary at least two weeks (14 days) prior to the meeting at which the amendment will be considered. The President is obligated to place the amendment on the agenda for that meeting. The amendment will be considered approved if two-thirds (2/3) of the Executive Board and two-thirds (2/3) of the general body (in attendance) vote in favor of the amendment.

**ARTICLE XII**

**Number of Offices**

No one person may hold more than one office in the \_\_\_\_\_ *Young Democrats* organization.

**BYLAWS**

**The \_\_\_\_\_ *Young Democrats*.**

There must be no ambiguity as to the identity of the group.

**Object and Reason for the group's existence.**

The purpose of the \_\_\_\_\_ *Young Democrats* is to work towards electing democrats, always. Work towards electing young Democrats, when possible. And to accomplish both through the efforts of young people, consistently.

**Members.**

This explains the members' rights, limitations, and qualifications. It clarifies issues such as fees, attendance, resignations, and honorary membership.

**Officers.**

Explains methods for nominations, voting, elections, and filling vacancies, as well as term of office and duties.

**Meetings.**

Details quorum, regular meetings, special meetings, and conventions. Often, the remaining Articles are referred to as the Constitution. In many cases, organizations refer to all the 9 Articles as the Constitution and the Bylaws as if they were one document.

**Executive Board or Board of Directors.**

The board's composition, power, and quorum are clearly stated in this article.

**Committees.**

Standing committees must be described as to name, composition, manner of selection, attendance, and duties.

**Parliamentary Authority.**

The rules of order must be clearly established. It could be Robert, Sturgis, Cannon, Demeter, Riddick, etc. The important thing is to have a document, which assures order under fire. Regardless of the rule book, an organization is ruled first by local, state, and federal laws; and then by its parent organization; followed by any adopted special rules of order; and finally by its adopted parliamentary authority.

**Amendment by Bylaws.**

Typically, a Bylaw can be amended with 2/3 of the collected votes, if a prior notice has been given during the prior meeting. Otherwise, it takes a majority of the entire registered membership to amend any Bylaw. Some organizations have additional Articles for matters of Finances, Policies, or Discipline.