

# Constitution

of the

## Texas Young Democrats

### Article I. Name

The name of the organization shall be the Texas Young Democrats (TYD).

### Article II. Object

Firmly believing that the ideals and principles of the Democratic Party provide the best guides to peace, security, liberty, dignity, and prosperity for the people of the Great State of Texas, we, the members of the Texas Young Democrats, in order to foster and perpetuate those ideals, to stimulate an active interest in the political process, to promote the involvement of young people in all aspects of the political arena, and to provide the highest degree of justice and social welfare for the citizens of our Great State, do associate ourselves together and do ordain and establish this Constitution for the Texas Young Democrats.

### Article III. Chartered Organizations

#### Section 1. Chartered Organizations

The Texas Young Democrats shall be composed of local, autonomous organizations (chapters). Chapters that have been granted a charter shall be added to the rolls of the Texas Young Democrats (TYD). Such chapters are granted the following rights:

- a) Use of the name "Texas Young Democrats" in affiliation with the state organization;
- b) Full participation in TYD activities;
- c) Representation on all TYD State Convention permanent committees;
- d) Voting in TYD elections;
- e) Delegation rights to the State Convention;
- f) Notification of all meetings;
- g) Access to all official documents of the Texas Young Democrats.

## **Section 2. Population Requirements for Chartered Organizations**

To charter as distinct entities, chapters in counties with over one hundred thousand (100,000) votes for the Democratic candidate in the last gubernatorial election must consist of ten (10) or more members, and chapters in counties with one hundred thousand (100,000) or fewer votes for the candidate must consist of five (5) or more members.

Chapters representing more than one county must calculate their total votes for the Democratic candidate in the last gubernatorial election across all counties represented by the chapter.

Chapters representing educational institutions, to charter as distinct entities, must consist of ten (10) or more members on campuses with enrollment greater than ten thousand (10,000) students, while campuses with ten thousand (10,000) or fewer enrolled students must consist of five (5) or more members.

## **Section 3. Duration of Charter**

A club's charter shall be in effect from its granting until the following State Convention, unless one of the following applies: a) the chapter is found to have violated criminal law, b) the chapter is found to have violated the rules set forth by the Texas Ethics Commission regarding campaign finance, c) a complaint filed against the chapter is upheld by the grievance committee, d) the chapter fails to meet the required deadlines for updating chapter information as set forth by this Constitution, e) the chapter operates in a fashion that is illegal or would disgrace the Texas Young Democrats, or f) at the request of the chapter by a vote of the entire chapter membership. If a chapter violates any of these provisions, the State Board may revoke its charter by a three-fourths vote.

## **Section 4. Granting Charters**

Chapters shall be granted a charter by submitting a charter application to the State Convention that is in compliance with any requirements or time limits established for such an application, for verification by the convention's Credentials Committee, and approval by the State Convention. A charter may also be submitted between conventions to the Rules Committee for verification and approval by a majority vote of the State Board, or three-fourths vote of the Executive Committee between quarterly meetings.

## **Section 5. Charter Renewal Application Requirements**

A credentials packet turned in by a chapter requesting a renewal of their charter must include:

- a) Name of the chapter;
- b) Compilation of the chapter's officers, including full addresses, ZIP codes, phone numbers, email, date of election, and date of term expiration;

- c) Membership listing, including contact information (ZIP code at a minimum, along with phone and email information if available) and date of birth for all members;
- d) Oath of Affiliation for all members as specified in the TYD Constitution;
- e) A copy of the minutes from one meeting occurring since the preceding convention;
- f) A copy of the chapter's governing documents (Constitution and/or Bylaws and any Standing Rules);
- g) Certifications signed by the President of the chapter acknowledging and affirming 'to the best of the signer's knowledge that all documents submitted are current, complete, and in every respect accurate.'

**Section 6. Initial Charter Application Requirements**

A credentials packet turned in by a chapter seeking their first charter or seeking to re-charter after a suspension from the Texas Young Democrats must include all requirements listed for charter renewals, with the following changes and additions:

- a) The required copy of the minutes must also be signed, physically or digitally, by at least as many members present at the minuted meeting as are required to charter the chapter as per the TYD governing documents.

**Section 7. Deadline for Credentials Submission**

The State Board shall establish a deadline for the submission of Credentials and publish the information along with the Call to Convention.

**Section 8. Online Charter Applications**

The State Board shall specify a format for an electronic/online interface to accept chapter applications for charters.

**Section 9. Chartering and Membership Fees**

Texas Young Democrats will not charge membership or chartering fees to individual chapters.

**Section 10. Supremacy Clause**

This Constitution of the Texas Young Democrats shall be the supreme governing document of the organization, and under no circumstances may the rules set forth in this document be suspended. No changes may be made to this Constitution, except as provided herein. Affiliated chapters retain all rights as to the organization and management of their local affairs free from interference from the Texas Young Democrats; however, the provisions of this Constitution shall take precedence in any matters relating to the relationship of the affiliated chapters with the Texas Young Democrats.

**Section 11. Notification of Change to Internal Structure**

Chartered chapters are responsible for notifying TYD of any change within their internal structure within 30 days of a change, including officer changes, name changes, or contact information changes.

**Article IV. Members**

**Section 1. Age Requirement**

Democrats having attained the age of fourteen (14) years, and not having attained the age of forty-one (41) years shall be eligible for membership in the Texas Young Democrats. Any member that holds an elected or appointed office in the Texas Young Democrats shall be eligible to serve out the remainder of their term regardless of age requirements, and will retain any voting rights applicable to their office during that period.

**Section 2. Membership Criteria**

Regular membership to the Texas Young Democrats shall be granted to individuals who meet all membership requirements in the governing documents of the Texas Young Democrats and either:

- a) Join a chartered club; or
- b) Request and are granted at-large membership to the Texas Young Democrats at any State Convention or State Board meeting, in which case the at-large membership shall expire at the beginning of the following State Convention or upon joining a chartered club, whichever comes first.

**Section 3. At-Large Membership**

A membership form shall be provided on the Texas Young Democrats website. Applicants for At-Large Membership must provide:

- a) the name and ZIP code of the person seeking membership, as well as phone and email information if available.
- b) the date of birth of the applicant,
- c) the date of application, and
- d) A signed oath of affiliation with the Texas Democratic Party.

**Section 4. Membership in Multiple Chartered Chapters**

No chartered chapter may deny membership to an otherwise eligible applicant based on their status as an At-Large member or their membership in another chartered chapter.

**Section 5. Honorary Lifetime Membership**

Honorary Lifetime Membership in the Texas Young Democrats may be bestowed upon any individual who has demonstrated a commitment to the highest ideals of the Democratic Party and who has performed extraordinary service to the Texas Young Democrats. The State Board or a State Convention may award individuals this status by an affirmative vote of three-fourths (3/4) of its membership. Honorary lifetime members, when not Regular Members, shall be accorded full, non-voting floor privileges at any meeting of the Texas Young Democrats.

**Section 6. Oath of Affiliation**

Membership in TYD shall require the signing of an Oath of Affiliation with the Texas Democratic Party.

**Section 7. Requirements for Delegate Apportionment**

Members of any chapter who do not meet the Texas Young Democrats membership requirements shall not count toward delegate apportionment at, and shall not be eligible to be a delegate at the Texas Young Democrats Convention.

**Article V. Officers**

**Section 1. Elected Officers**

The Elected Officers of the Texas Young Democrats shall be the President, the Executive Vice President, the Finance Director, the Policy Director, the Membership Director, the Treasurer, the Secretary, and the two Young Democrats of America (YDA) National Committee Representatives.

**Section 2. Elections**

All officers shall be elected at each TYD State Convention. The term of office shall run until the next TYD State Convention or until their successors are elected. At any occasion where officers are elected, a forum of all officer candidates to be elected shall be held. No member shall hold more than one simultaneous elected office in the Texas Young Democrats. An officer accepting a nomination and being elected to a second office is considered to have immediately resigned their prior held office.

**Section 3. Election Code**

At the fourth-quarter meeting of the State Board the year before a TYD State Convention, the State Board shall approve an Election Code that shall include but is not limited to: campaign expenditure limits, a campaign code of ethics, nomination and disqualification processes, campaign timelines, dispute resolution procedures, and convention voting processes (including runoff). The Election Code must be published and accessible to the membership no more than 30

days following its adoption. This Election Code shall be in force until another election code is adopted.

**Section 4. Filing for Offices**

In order to be considered as a candidate for elected office in TYD, the candidate must:

- a) be a member of TYD, and
- b) must file an application according to the process and timeline in the Election Code. Candidates who do not meet this requirement may file for a position by a petition of at least 25% of Convention delegates.

**Section 5. Residency Requirements**

In order to file for candidacy for the offices of President and Executive Vice President, an applicant who wishes to serve in these respective roles must live, work, or go to school within the state of Texas for at least one year prior to seeking nomination and upon election, be required to maintain full time residency in Texas for the entirety of their term.

In order to file for candidacy for the remaining offices, an applicant who wishes to serve as an officer must live, work, or go to school within the state of Texas for at least six months prior to seeking nomination, and upon election, be required to maintain full time residency in Texas for the entirety of their term.

**Section 6. Duties**

The officers of TYD shall execute the duties assigned to them by the TYD governing documents, the President, and the Executive Committee. Nonperformance of these duties shall be grounds for removal from office.

**Section 7. Order of Succession**

Following the President, the order of succession shall be: 1) Executive Vice President, 2) Finance Director, 3) Policy Director, 4) Membership Director, 5) Secretary, 6) Treasurer.

**Section 8. Appointed Positions**

The President may appoint such positions as are needed to aid in the operation of the Texas Young Democrats, with the approval of the Executive Committee. These positions shall not hold a vote. Except for the PAC Treasurer, the President shall have full power to remove holders of appointed positions.

**Section 9. Vacancies**

When a vacancy occurs among the Officers, the President shall appoint a regular member of TYD to fill the office with majority approval of the State Board at their next meeting.

## **Section 10. Removal from Office**

All elected and appointed positions of the Texas Young Democrats, including positions in caucuses and on the State Board, may be subject to removal from office for:

- a) misfeasance, malfeasance or nonfeasance of assigned duties as per these governing documents;
- b) violations of the governing documents of the Texas Young Democrats;
- c) committing a felony under the laws of the State of Texas or the United States of America while in office;
- d) failure to maintain decorum while acting in a capacity as an officer of the Texas Young Democrats;
- e) publicly supporting or endorsing, during the officer's current term, an opposing party or nominee of an opposing party, a person seeking the nomination of an opposing party, or a non-Democratic candidate seeking an office in an election in which candidates may file by party affiliation and a Democrat is seeking the office in question; or
- f) conduct tending to injure the good name of the Texas Young Democrats, disturb its well-being, or hamper it in its work.

Charges which could lead to the removal of a member or officer of the organization or its committees or caucuses, but for which a method of removal from office is not specified elsewhere in the Texas Young Democrats Constitution, must be contained in a written grievance delivered to the Chair of the Rules Committee, designated as a Complaint. This petition may be sent via mail or email.

A chapter, following the procedures in its governing documents, may remove any of its officers for these offenses or others specified in its governing documents.

## **Article VI. Duties of Officers**

### **Section 1. Duties of the President**

The President shall serve as the Chief Executive and Presiding Officer of the Texas Young Democrats. The President shall have the authority and duties to actualize the Constitution, Bylaws, and the rules and regulations adopted by the Executive Committee, the State Board, or the State Convention, and shall have the authority to appoint Committees, officers and other individuals, and deal with the affairs of TYD. The President shall meet monthly with the officers to oversee the progress of their respective offices and responsibilities, keep written records of the meetings to submit to the Secretary, and report on these meetings and the overall progress of the organization in monthly communications with the

Executive Committee. The President shall also aid the Secretary in ensuring that all documents are accessible to all appropriate members.

**Section 2. Duties of the Executive Vice President**

The Executive Vice President shall assist the President in the performance of the President's duties and shall assume those duties in the President's absence. The Executive Vice President shall meet quarterly with the Membership Director to discuss chartering and growth, and shall take written record of the meetings to submit to the Secretary. The Executive Vice President shall perform such other duties as may be assigned by the Executive Committee.

**Section 3. Duties of the Finance Director**

The Finance Director shall be the Chair of the Finance Committee and shall be responsible for the presentation of an annual budget to the Executive Committee and State Board and for the raising of funds for the Texas Young Democrats with the advice and assistance of the President, Executive Committee, and State Board. The Finance Director shall present a tentative budget and fundraising plan at the first Executive Committee meeting, and a final budget and fundraising plan at the first State Board meeting after advisement and consultation with the Executive Committee and Finance Committee; at all other State Board and Executive Committee meetings the Finance Director shall report on progress made on the fundraising plan.

The budget and fundraising plan should include specific fundraising goals per quarter, along with proposed sources for meeting those goals. The Finance Director shall also convene a meeting of the Finance Committee every month to further these purposes, and give the committee report each State Board and Executive Committee meeting, and file written minutes of these meetings with the Secretary.

**Section 4. Duties of the Policy Director**

The Policy Director shall be the chair of the Political Policy and Legislative Policy Committees; shall lead the direction of legislative priorities and electoral campaigns; and supervise the caucuses. The Policy Director shall assist the Caucus chairs; shall meet with each of these once per month and report on their progress at each meeting of the Executive Committee and State Board, and file written minutes of these meetings with the Secretary. The Policy Director shall convene meetings of the Political Policy and Legislative Policy Committees as needed and report on committee activities at each meeting of the Executive Committee and State Board and file written minutes of these meetings with the Secretary.

**Section 5. Duties of the Membership Director**

The Membership Director shall be the main contact for new chapters and existing chapters on chartering and membership with the Texas Young Democrats. The



Membership Director shall serve as a liaison to the Texas College Democrats and Texas High School Democrats for the purposes of dual chartering. The Membership Director shall meet with forming chapters, by phone or in person, to help aid the process of completing chartering requirements. The Membership Director shall submit a monthly report to the Executive Vice President and a quarterly report to the State Board on newly formed chapters, potential new chapters, and growth of the organization. The Membership Director shall meet quarterly with each Region Director to coordinate growth in their region. The Membership Director shall meet quarterly with the Executive Vice President and Region Directors jointly to discuss chartering and growth.

**Section 6. Duties of the Treasurer**

The Treasurer shall be responsible for the maintenance of accurate financial records of the Texas Young Democrats with the advisement of the President, Finance Director, Finance Committee, Executive Committee, and the State Board. The Treasurer shall provide monthly financial reports to the Executive Committee showing any income and disbursements of TYD Funds. The Treasurer shall provide all necessary information to the PAC Treasurer to allow for complete submission of campaign finance reports to the Texas Ethics Commission. The Treasurer shall not hold the office or perform the duties of PAC Treasurer.

**Section 7. Duties of the Secretary**

The Secretary shall be responsible for the recording of accurate minutes of each Executive Committee and State Board meeting and for the maintenance of all required records, including, but not limited to the following:

- a) Convention Minutes
- b) Constitution and Bylaws
- c) Financial records
- d) Membership records
- e) Decisions of the Grievance Committee
- f) Minutes and attendance of State Board and Executive Committee meetings

Maintenance of records includes assuring their safe storage and their accessibility to all necessary parties, including at minimum: assuring the President has access to all records, assuring the Treasurer and Finance Director have access to all financial records, ensuring the State Board and Executive Committee have access to the membership records, decisions of the Grievance Committee, and minutes and attendance rosters of all bodies within the organization, and that all members have access to the Constitution, Bylaws, and Standing Rules.

**Section 8. Duties of the Young Democrats of America (YDA) National Committee Representatives**

The YDA National Committee Representatives, along with the President, shall be the primary representatives of the Texas Young Democrats to the Young Democrats of America and its regional organizations. The National Committee Representatives shall attend at least 75% of the general meetings of the Young Democrats of America, and shall report on any Young Democrats of America activities relevant to the Texas Young Democrats at each State Board and Executive Committee meeting.

**Section 9. PAC Treasurer**

The PAC Treasurer shall be appointed by the President. By Texas law, the PAC Treasurer is responsible and liable for reporting the organization's activity in a timely manner and knowing the Texas Election Code, and must be willing to accept that liability for their service as the PAC Treasurer. If the PAC Treasurer has not been provided the necessary information to prepare these reports, they shall inform the Executive Committee immediately. The PAC Treasurer shall not hold the office of Treasurer or be authorized to disburse or receive funds on behalf of TYD.

**Section 10. Authority to Enter Into Contracts**

Only the following individuals shall have authority to enter into contracts on behalf of TYD: the President, the Executive Vice President, the Treasurer and the Finance Director. Any contract entered into on behalf of TYD must be approved by a majority of the entire Executive Committee and must be signed by two of the individuals with authority to enter into contracts on behalf of TYD. Any individual entering into a contract on behalf of TYD in violation of this provision is to be held personally liable on said contract.

**Section 11. State Democratic Executive Committee Representation**

The President of the Texas Young Democrats shall represent the Texas Young Democrats on the State Democratic Executive Committee. The Texas Young Democrats' second representative to the State Democratic Executive Committee shall be the next highest ranking officer who is of a different gender identity to that of the President, according to the Order of Succession provisions as set out in this Constitution.

## **Article VII. State Convention**

### **Section 1. Authority**

The State Convention shall be the highest authority of the Texas Young Democrats, subject to the provisions of the Texas Young Democrats governing documents.

### **Section 2. Purpose**

The purpose of the State Convention shall be to elect the Officers of the Texas Young Democrats; to hold statutory meetings of the Caucus; to elect Region Directors; to adopt a platform and resolutions which embody the basic principles of the Democratic Party and which set forth the positions of the Texas Young Democrats on current issues of statewide significance; to establish and amend the rules of the Texas Young Democrats; and to take such action as it deems necessary and proper to effect the operations of the Texas Young Democrats.

### **Section 3. Time and Place**

The Texas Young Democrats shall hold its State Convention in the second quarter of odd-numbered years in Austin, Texas or within a thirty (30) mile radius of the Texas State Capitol. The date and venue shall be decided by a vote of the State Board by the end of the fourth quarter State Board meeting the year prior. If a date and/or location cannot be selected at the fourth quarter State Board meeting the year preceding the convention, the Executive Committee shall be vested with the authority to decide.

### **Section 4. Call**

The Call for the State Convention shall be issued by the President no later than two weeks following the convention selection to all affiliated chapters and such unaffiliated chapters as the President may be able to contact. The Call shall be sent by email to all known chapter presidents with email addresses, posted publicly on all social media channels, and shall be published on the Texas Young Democrats website. The Call shall include:

- a) a statement of the date, time, and place of the Convention,
- b) a tentative agenda for the Convention,
- c) a listing of the requirements for the chartering of chapters and the granting of delegates to the Convention, as specified in the governing documents, and
- d) the deadline by which such credentials must be submitted.

## **Section 5. Delegations**

### **a) Delegate Strength**

All chapters placed on the Temporary or Permanent Roll of the Convention shall be considered delegations for the purposes of the State Convention. Members of the Texas Young Democrats who are credentialed for the State Convention at-large will be considered a single additional delegation. Each delegation shall have equal voting strength and shall receive one vote.

### **b) Vote Apportionment**

Each delegation shall vote the full delegation strength to which it is entitled, divided proportionally amongst its delegates participating in the vote.

The use of the unit rule shall not be permitted.

### **c) Delegation Assignment**

Attendees shall designate the chapter whose delegation they are a member of at the time of registration. If the attendee wishes to participate as a member of a different delegation or change to participate as an at-large delegate, they may submit a request to the Credentials Committee, who will facilitate the change.

### **d) Delegation Attendance**

No club shall be deemed to have been in attendance and/or seated at a State Convention which is not represented at the Convention by at least one (1) registered delegate.

## **Section 6. Convention Officers**

### **a) Temporary Officers**

The Executive Committee shall designate a Convention Director at the third quarter State Board Meeting the year prior to the State Convention, who may designate whatever such assistants as may be necessary to plan, to arrange, and to conduct the necessary work of the Convention. The President of the Texas Young Democrats shall serve as Temporary Chair to call to order and preside over the State Convention until a Permanent Chair has been elected.

### **b) Permanent Officers**

The Permanent Officers of the Convention shall be the Chair, Vice Chair, Secretary, and Parliamentarian. The Permanent Chair shall be elected upon the adoption of the Temporary Roll of the Convention by the chapters seated on that Roll. Each chapter that has been seated shall receive one vote. The Permanent Chair shall appoint the Vice Chair, Secretary, Parliamentarian, and Chairs of the Permanent Convention Committees.

## **Section 7. Committees**

### **a) Temporary Convention Committees**

The temporary committees of the State Convention shall be: the Temporary Credentials Committee, the Temporary Convention Program Committee, and the Temporary Nominations Committee. Temporary committees will be appointed by the President and confirmed by the State Board at the fourth-quarter meeting the year prior to the respective State Convention.

#### **(1) Temporary Credentials Committee**

The Temporary Credentials Committee will be responsible for reporting the initial roll at the start of the convention, which must include which chapters submitted complete and valid chartering packets, how many chapters have registered attendees to the convention at that time, and the total count of attendees at that time.

The Temporary Credentials Committee shall consist of at least seven (7) members from at least five (5) different regions. The Permanent Chair of the Credentials Committee from the preceding Convention shall chair the Temporary Credentials Committee. If the previous Credentials Committee Chair is unavailable, the President shall appoint a Chairperson of the Temporary Credentials Committee subject to majority approval of the Executive Committee. The President shall appoint all other members of the Temporary Credentials Committee.

The Temporary Credentials Committee must hold at least one public meeting at a time and place prior to the start of the Convention. The committee shall examine submitted charters and credentials in preparation for the initial roll. The Temporary Credentials Committee is discharged upon the adoption of the initial roll at the beginning of the convention, and all further updates are the responsibility of the Permanent Credentials Committee.

#### **(2) Convention Program Committee**

The Convention Program Committee is responsible for creating the initial convention program for approval at the final State Board meeting before the convention and recommendation for adoption by the State Convention. The Convention Program Committee is discharged upon the adoption of the convention program following the adoption of the initial roll.

#### **(3) Temporary Rules and Platform & Resolutions Committees**

The Temporary Rules Committee and Temporary Platform & Resolutions Committee shall be the standing Rules and standing Legislative Policy Committees of the State Board.

**b) Permanent Committees**

The Permanent Committees of the State Convention shall be the Credentials Committee, the Rules Committee, the Platform & Resolutions Committee, and the Nominations Committee. The membership of the Permanent Credentials Committee shall consist of a Chair appointed by the Permanent Convention Chair and one delegate from each club on the Temporary Roll of the Convention. The membership of all other Permanent Committees shall consist of a Chair appointed by the Permanent Convention Chair and one delegate from each club on the Permanent Roll of the Convention. The Permanent Convention Chair shall appoint a Vice Chair to a Committee if such a position is needed to ensure that the Committee consists of an uneven number of members. A simple majority of the clubs present at the convention shall constitute a quorum for the committee, provided that at least two clubs of which the committee chair is not a member must be present.

**Section 8. National Convention Delegation Selection**

Texas will urge members to participate in the Young Democrats of America National Convention. To ensure participation from all members in attendance at a national convention, the members in attendance at said convention shall have equal convention voting strength insofar as such is compatible with the rules designated by the Young Democrats of America. The Texas Young Democrats shall devise a plan to encourage participation from all regions in Texas at the Young Democrats of America National Convention.

**Section 9. Order of Roll Call Vote**

When holding a roll call vote of chapters at a state convention, the permanent convention chair shall call chapters in alphabetical order.

**Article VIII. State Board**

**Section 1. Authority**

Except for powers reserved to the Executive Committee, the governing body of the Texas Young Democrats between conventions shall be the State Board.

## **Section 2. Membership**

### **a) Voting Members**

The voting members of the State Board shall be all voting members of the Texas Young Democrats Executive Committee, the Chair or another designated representative of each caucus of the Texas Young Democrats, and the President or another designated representative of each chartered chapter of the Texas Young Democrats.

### **b) Non Voting Members**

The non voting members of the State Board shall be all non voting members of the Executive Committee not expressly specified as voting members above.

## **Section 3. Meetings**

### **a) Meeting Frequency**

The State Board of the Texas Young Democrats shall meet at least once per quarter, but shall not be required to meet in quarters where a State Convention of the TDP or TYD is held. The President shall issue the call for each State Board meeting to all members of the State Board no less than thirty (30) days in advance of the meeting. For the purpose of scheduling State Board meetings, the first quarter of each year shall begin on February 1.

### **b) Meeting Location**

The President shall determine the site of the State Board Meeting no later than thirty (30) days prior to the selected meeting date. No region may host more than one State Board meeting per biennial period between State Conventions unless approved by a three-fourths vote of the Executive Committee. Region Directors shall be primarily responsible for organizing and hosting the State Board meetings within their region.

### **c) Electronic Meetings; Quorum**

Meetings shall be held by any means, including electronic, which allows for all members to hear and participate in all proceedings in real time. One-quarter (25%) of all voting members of the State Board shall constitute a quorum.

## **Section 4. Standing Committees**

The State Board shall have Standing Committees as follows:

### **a) Finance**

This committee shall be composed of at least five (5) members: the Finance Director and a minimum of four (4) members appointed by the President. The

Finance Director shall serve as chair. Their purpose shall be to assist the Finance Director in the execution of their duties.

**b) Political Policy**

This committee shall be composed of at least five (5) members: the Policy Director and a minimum of four (4) members appointed by the President. The Policy Director shall serve as chair. Their purpose shall be to manage endorsements and coordinate all campaign activities.

**c) Legislative Policy**

This committee shall be composed of at least five (5) members: the Policy Director and a minimum of four (4) members appointed by the President. The Policy Director shall serve as chair. Their purpose shall be to manage caucuses, implement the platform and resolutions of the organization, and coordinate legislative activities.

**d) Rules**

This committee shall be composed of at least five (5) members: the Rules Committee Chair, appointed by the President with the approval of the Executive Committee, and a minimum of four (4) members appointed by the President. Their purpose shall be to address issues regarding the Constitution, Bylaws, and any other governing documents.

**Section 5. Special Committees**

The President or the Executive Committee may appoint special committees to conduct the business of the President and the Executive Committee. These shall exist until their specified purpose has been carried out to its completion, or dissolved by the Executive Committee, as prescribed by the parliamentary authority of the body.

**Section 6. Meeting Attendance**

If a State Board member is unrepresented at more than two meetings in a term without the approval of the President, Executive Committee, or State Board, the Region Director for that chapter (or the Membership Director in the absence of a Region Director) shall contact the absent chapters and report back to the Executive Committee.

**Section 7. Proxy Voting**

Proxy voting shall be permitted only for meetings of the State Board. The absent member may assign a proxy vote to a person of their choosing and it shall be transferable. The proxy holder and the member submitting proxy must use the protocol set forth by the Executive Committee for submitting proxies. No single person shall hold more than two (2) votes on the State Board. A proxy shall not be considered sufficient to excuse a member's absence.



**Article IX. Executive Committee**

**Section 1. Authority**

The Executive Committee shall be responsible for conducting the day-to-day affairs of the Texas Young Democrats between conventions and State Board Meetings.

**Section 2. Membership**

**a) Voting Members**

The voting members of the Executive Committee shall be all Elected Officers and Region Directors.

**b) Non Voting Members**

The non voting members of the Executive Committee shall be the Chairs of Standing Committees who are not otherwise voting members, the president of the Texas College Democrats, the primary officer of the Texas High School Democrats, and any Appointed Positions.

**Section 3. Meetings**

**a) Regular Meetings**

The Executive Committee shall conduct regular meetings at least monthly at the call of the President. Notice of the date, time, and place of each meeting shall be issued to each member of the Executive Committee at least seven (7) days prior to said meeting.

**b) Special Meetings**

Special meetings may be called by the President or upon written request of one-third of the members of the Executive Committee. Such meetings shall meet the requirements specified for regular meetings, with notice required at least three (3) days prior to the meeting. Any such meeting held with fewer than seven (7) days notice shall not be counted for attendance for the purposes of disciplinary action, and shall be marked as such in the body's attendance roster.

**c) Electronic Meetings; Quorum**

Meetings shall be held by any means, including electronic, which allows for all members to hear and participate in all proceedings in real time. A majority of the voting membership of the Executive Committee shall constitute a quorum.

**Section 4. Meeting Attendance**

If an Executive Committee member misses more than three Executive Committee meetings in a term, or two consecutive meetings, without the approval

of the President or Executive Committee, they shall be removed from the position unless such removal is overturned by a two-thirds (2/3) vote of the State Board. Said removal shall take effect on the day following the most recent absence.

## **Article X. Region Committees**

### **Section 1. Apportionment**

There shall be nine (9) regions of the Texas Young Democrats, each with a Region Committee. Each Region Committee shall be composed of all chartered chapters within the region. Each chartered chapter shall receive one (1) vote in their Region Committee. A chartered chapter may only cast a vote in one Region Committee; chapters whose primary members represent more than one region may choose the region in which they are represented at a State Convention and shall participate in that Region Committee until the next State Convention.

### **Section 2. Region Committee Meetings**

The Region Committees shall convene during each State Convention, and as called by their respective Region Director or by 25% of the chartered chapters in the region. Meetings shall be held by any means, including electronic, which allows for all members to hear and participate in all proceedings in real time.

### **Section 3. Region Directors**

#### **a) Election**

A Region Director shall be selected from among the members of the chartered chapters within each Region Committee at the statutory meeting of the Region Committee at the State Convention. Region Directors shall hold office until the next State Convention or until their successors are elected.

#### **b) Vacancies**

When a vacancy occurs among the Region Directors, the TYD President may appoint a replacement from within the same region upon majority approval of the Executive Committee at their next meeting.

#### **c) Duties**

The Region Director shall chair their respective Region Committee, be responsible for coordinating activities within their individual region, and carry out their individual responsibilities as outlined by the TYD Constitution, the President, and the Executive Committee (including the hosting of State Board meetings in their region). The Region Director may appoint other committee officers as needed to assist in the execution of the duties of the committee. The Region Director shall meet at least quarterly with the chapter presidents of all chartered chapters in their region and take written record of those meetings to present to the Secretary. At least one of these meetings per term

year shall be in person, at a called meeting of the chartered chapter. The Region Director shall also meet quarterly with the Membership Director to discuss strategy and progress in development of the region.

**Section 4. Deputy Region Directors**

At the request of a Region Director, the TYD President shall appoint a Deputy Region Director, with the approval of the Region Committee at a called special meeting before the close of business of the next State Board meeting.

**Section 5. Redistricting Committee**

Prior to the State Convention that follows the Gubernatorial election, a redistricting committee shall be appointed by the President to redraw the regional lines to best apportion the regions such that continuity of efforts may be best achieved. This committee shall be chaired by the Membership Director and the committee shall be comprised of one member from each TYD Region. The committee's report shall be considered at that State Convention. Counties cannot be split between two regions.

**Article XI. Grievance Committee**

**Section 1. Duties**

A Grievance Committee shall be responsible for resolving disputes within the Texas Young Democrats and for the adjudication of removal proceedings for State Board members that arise out of a formal grievance.

**Section 2. Filing Process for Grievances**

Matters to be heard by the Grievance Committee must be submitted to the Rules Committee Chair by mail or by email. The written grievance must be composed of four parts:

- a) Identification of requested action,
- b) Brief argument in favor of proponent's position,
- c) Schedule of evidence and witnesses to testify, and
- d) Identification of adverse parties.

**Section 3. Membership**

Upon the receipt of a formal grievance by the Rules Committee Chair, in the manner prescribed by the Bylaws, a Grievance Committee shall be formed which shall be composed of the chair of the TYD Rules Committee as chair of the Grievance Committee and six (6) members of the State Board drawn at random by the Grievance Committee Chair. Any party described by the grievance shall not participate in the process and shall not be eligible for membership in the Grievance Committee during the deliberation or resolution of said grievance. If

the Rules Committee Chair is a party described in the grievance, the President shall appoint another member of the Rules Committee to serve in their stead. If a member selected at random to participate in the Grievance Committee does not confirm their acceptance of said appointment to the Grievance Committee Chair within seventy-two (72) hours, a different State Board member shall be drawn at random by the Grievance Committee Chair within twenty-four (24) hours after that period expires to replace said member.

**Section 4. Notice of Agenda**

The Chair of the Grievance Committee shall send notice to all interested parties of the Grievance(s) to be heard at the subsequent Grievance Committee meeting. This notice shall take the form of an agenda and should identify all parties and time allocations.

**Section 5. Meetings**

Meetings of the Grievance Committee shall be open to the membership of the Texas Young Democrats, except for the limited purpose of examining a witness or deliberating, considering, or debating a decision, and to any applicable witnesses as needed for the proceedings of the meeting. Two-thirds of the Grievance Committee shall constitute a quorum.

**Section 6. Review Hearing**

A Review Hearing shall take place not earlier than fifteen (15) days nor later than thirty (30) days following receipt of the complaint. It shall be the responsibility of the Grievance Committee to hear evidence on the charges contained in the Complaint and then to decide whether to dismiss the charges or hold a Dismissal Hearing by majority vote.

**Section 7. Dismissal Hearing**

A Dismissal Hearing shall be held immediately following the Review Hearing. A member shall be removed from office only upon the affirmative vote of two-thirds (2/3) of the Grievance Committee.

**Section 8. Publication of Decisions**

The Grievance Committee shall issue a formal written opinion for every decision of the Grievance Committee. These decisions, and any dissenting or concurring opinions, shall be published, preserved, and made available to the Texas Young Democrats membership by request.

**Section 9. Publication of Contact Information**

In order to allow grievances and other matters to be brought to the attention of the Grievance Committee in a timely manner, the name and contact information of the Rules Committee Chair shall be published on the Texas Young Democrats website.

## **Article XII. Caucuses**

### **Section 1. Formation of a Caucus**

Any member may present a proposal of a caucus at a State Convention or at a quarterly meeting of the State Board. The proposal must include a statement of purpose for the caucus. The proposal for the caucus must be submitted to the TYD Rules Committee for consideration and recommendation to the body of a State Convention or State Board Meeting and approved by said body.

### **Section 2. Caucus Standing Rules**

Each caucus may set their own standing rules. The standing rules cannot conflict with the TYD governing documents. The TYD Rules Committee may provide a standing rules template. Each caucus must submit their standing rules to the TYD Secretary within seven days of adopting or amending them. The Secretary shall then make all submitted standing rules available to members.

### **Section 3. Caucus Membership**

A member of TYD may join a caucus in a manner prescribed by the Secretary of the caucus. Membership in a caucus is open to all members of TYD unless a standing rule of the caucus provides otherwise. The caucus may by standing rule allow for non-voting members. Membership in a caucus expires thirty days after each regular election of officers unless the member affirmatively indicates their desire to remain a member of the caucus. The caucus Secretary shall maintain its membership rolls and submit them to the TYD Secretary before each annual review by the Rules Committee and before any special election within the caucus.

### **Section 4. Caucus Officers**

Each caucus must have at least a Chair, Vice Chair, and Secretary. Their duties are as provided by these Bylaws, any caucus standing rules, and the parliamentary authority. No person may hold more than one of these three offices at the same time. The caucus may create additional elected and appointed offices through their standing rules and must define the duties of all offices created.

Caucuses shall elect officers no earlier than the fourteenth day after each State Convention. These elections shall occur no later than either the sixtieth day after State Convention or the first State Board meeting after State Convention, whichever is later. Caucus officers shall serve for a term of two years or until their successors are elected. A caucus may elect their officers by signed ballot outside a meeting in a manner prescribed by the standing rules of the caucus. Any election of officers requires 14 days notice.

The resignation of a caucus officer shall be addressed to the TYD President and acted on by the TYD Executive Committee. A vacancy in office occurs when a resignation is accepted by the EC. Any vacancy in office shall be filled by special election within the caucus with 14 days notice.

**Section 5. Caucus Meetings**

Each caucus shall hold regular or special meetings at the call of the Chair or as prescribed by their standing rules. In addition, each caucus shall hold special meetings at the call of the TYD Policy Director (or President if the office of Policy Director is vacant) or of three members of the caucus. Meetings shall be called with 72 hours notice to members of the caucus. Meetings shall be held by any means, including electronic, which allows for all members to hear and participate in all proceedings in real time.

**Section 6. Caucus Board of Directors**

The officers of a caucus shall constitute their Board of Directors. The Board of Directors of a caucus shall have general supervision of the affairs of the caucus between its business meetings, make recommendations to the caucus, and perform such other duties as are specified in these Bylaws and the standing rules of the caucus. The Board of Directors shall hold regular meetings at the call of the Chair or any two officers of the caucus. Meetings shall be held by any means, including electronic, which allows for all members to hear and participate in all proceedings in real time.

**Section 7. Representation on the State Board**

The Chair of every caucus shall serve as the caucus representative to the State Board. If the Chair already holds a vote on the State Board or is unable to attend, then the next most senior elected officer of the caucus without a vote on the State Board shall serve as the caucus representative. If all elected officers hold votes on the State Board or are unable to attend, then the elected caucus officers shall choose a caucus member to serve as the caucus representative.

**Section 8. Dissolution of a Caucus**

The Rules Committee shall review all caucuses at each State Convention and at the second State Board Meeting in even-numbered years to determine if the caucus is active and viable. The Committee shall renew or dissolve the caucus based on such determination and shall include these determinations in their report to the body. Caucuses should at minimum have sufficient membership to elect the number of officers required by the TYD Governing Documents to be viable.

**Section 9. Caucus Finances**

Caucus funds shall be maintained in a TYD bank account and sequestered for the use of the caucus. The Treasurer shall disburse the funds of a caucus when

the caucus submits documentation of approval of the expenditure. If a caucus is dissolved, their funds shall remain sequestered for two years from the date of dissolution and shall be restored to the caucus if they are reestablished during that period. After that period expires, the caucus's funds shall become part of the TYD general fund.

**Section 10. Caucus Communications**

Caucuses exist to guide TYD in its internal deliberations. A caucus may communicate or make statements or publications outside of TYD only with the collaboration and approval of the TYD Executive Committee. TYD shall disseminate any approved statements by a caucus.

**Section 11. Caucus Discussion Groups**

Caucuses may maintain private discussion groups for their internal use. The TYD President and another officer designated by the Executive Committee shall be an administrator of any such group. These groups exist for the benefit of the caucus, not the individual officers, and control of them shall be relinquished to each new group of caucus officers as they are elected. If the caucus is dissolved, control of their discussion group reverts to TYD. If a dissolved caucus is reestablished within two years, TYD shall return control to the newly elected officers. After that time, TYD may delete the discussion group.

**Section 12. Additional Duties of Caucus Chairs**

In addition to the duties prescribed by caucus standing rules and the parliamentary authority, the Caucus Chairs shall act as liaisons to their respective state Democratic issue organizations. They are primarily responsible for legislative and outreach efforts with regard to their given issue or constituency group, and should be highly active in this regard. Caucus Chairs shall meet monthly with the Policy Director to discuss strategy and progress with regard to advancing those efforts, and will be expected to make continuous progress with their caucus in that regard.

**Article XIII. Procedural Provisions**

**Section 1. Open Meetings Policy**

**a) Meetings**

All meetings of the Texas Young Democrats and any body or unit thereof shall be open to the public, save for administrative matters internal to the organization, which shall then be held in Executive Session.

**b) Voting**

All votes conducted by any body or unit of the Texas Young Democrats shall be open and there shall be no secret ballots.

## **Section 2. Open Records Policy**

All records of the Texas Young Democrats are presumed to be open for inspection by the membership. Upon a classification by the Executive Committee of certain records as confidential, such records will not be open for inspection until the earlier of the passage of five (5) years or a reclassification by the Executive Committee.

Grievance Committee rulings shall be made public immediately upon completion of Committee hearings. All other records relating to the Grievance Committee shall be sealed unless the Executive Committee, by the vote required to amend something previously adopted, approves their release.

## **Section 3. Procedural Guarantees**

### **a) Anti-Discrimination Standards**

All activities of Texas Young Democrats, at all levels of the organization, shall be open to all members of the Texas Young Democrats regardless of race, gender identity or expression, sexual orientation, age (except as provided in requirements for membership), color, creed, national origin, religion, ethnic identity, economic status, disability, or philosophical persuasion.

### **b) Right of Access**

The time and place for all public meetings of the Texas Young Democrats shall be publicized fully and in such a manner as to assure timely notice to all interested persons and parties.

### **c) Right of Participation**

#### **(1) Procedural Disclosures**

The Texas Young Democrats shall publicize fully, in a timely fashion, and in an accessible manner, a full description of the procedures and rules by which the organization operates.

#### **(2) Candidacy Requirement Disclosures**

The Texas Young Democrats shall publicize fully, in a timely fashion, and in an accessible manner, a full description of all elected offices within the Texas Young Democrats, including their required qualifications and duties.

## **Section 4. Endorsements**

TYD, as an organization, will refrain from endorsing primary candidates who are opposed in their primaries. TYD can endorse candidates for Party positions and can actively campaign for their election. TYD may endorse in a general election, or in special elections where there is more than one (1) Democrat running. Endorsements shall follow a process established by the Executive Committee and managed by the Political Policy Committee.



TYD officers shall be free to endorse whomever they wish in their personal capacity, not on behalf of the organization or as an officer of the organization.

#### **Article XIV. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the governing documents and any special rules of order the organization may adopt.

#### **Article XV. Amendment**

##### **Section 1. Constitutional Amendments**

The Texas Young Democrats State Convention may amend this Constitution by a two-thirds (2/3) vote of all delegates on the Permanent Roll after passing the convention's Rules Committee by the same vote.

##### **Section 2. Interim Amendments**

Between State Conventions, the Constitution of the Texas Young Democrats may be temporarily amended for good cause by a two-thirds (2/3) vote of the State Board. Any such amendments must be first passed by two-thirds (2/3) vote of the Rules Committee and presented to all members of the State Board at least thirty (30) days in advance. All amendments so passed by the State Board shall be presented to the next State Convention for approval, although they shall be in effect and binding until such convention is held.

##### **Section 3. Rejection of Amendments by Convention**

If any amendment introduced at a State Convention is rejected by the convention, it may not be proposed again until the following State Convention.

## **Appendix**

### **General Guidelines for Dismissal**

The Texas Young Democrats, as a volunteer organization, appreciates all the hard work freely given by its members and officers. As such, it is understood that even the best laid plans are complicated by life. That being said, the success of the organization depends on the smooth functioning of several critical aspects of one's job roles. Repeated or chronic nonperformance of duty, in particular, is a severe blow to the efficacy of the organization; given that life throws everyone difficulties, it is necessary that officers be able to either perform their duties or appropriately delegate them; or, if such management of duty is not possible, to either resign from office or be removed from said office.

### **Clarification of Language**

The phrases "State Convention," "State Board," and "Executive Committee" shall refer to TYD's own bodies, except where explicitly indicated otherwise.