

Bylaws

of the

Texas Young Democrats

Article I. Chartered Organizations

Section 1. Granted Rights of Affiliation

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. 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 addresses, phone numbers, email, date of election, and date of term expiration;
- c) Membership listing, including contact information (address 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 3. 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 4. 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 5. Online Charter

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

Section 6. Responsibilities of Chartered Chapters

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. They also must not operate in a fashion that is illegal or would disgrace the Texas Young Democrats. Flagrant violation of chapter responsibilities may result in a chapter's charter being revoked by three-fourths vote of the State Board.

Article II. Membership

Section 1. 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 address 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 2. 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 3. 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.

Section 4. 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-quarters (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.

Article III. 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.

Section 7. 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 8. 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 9. 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 10. Removal from Office

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 governing documents, 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.

Section 11. 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 12. 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 the Texas Young Democrats Constitution.

Article IV. State Convention

Section 1. Time and Place of Convention

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 2. Call to Convention

The Call to Convention 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 3. Election of Permanent Convention Chair

The Permanent Convention Chair shall be elected by the chapters seated on the Temporary Roll of the Convention. Each chapter that has been seated will receive one vote.

Section 4. Temporary Credentials Committee

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.

Section 5. Delegate Strength

Each chartered chapter that has been seated shall constitute a delegation. Members who have been seated at large shall together constitute a single delegation. Each delegation shall have equal voting strength and shall receive one vote, apportioned as per the Constitution.

Section 6. 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 7. 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 V. Executive Committee

Section 1. Meetings of the Executive Committee

a) Regular Meetings

The Executive Committee shall conduct regular meetings at least monthly. 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.

Section 2. 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) majority vote of the State Board. Said removal shall take effect on the day following the most recent absence.

Article VI. State Board

Section 1. Meetings of the State Board

Meetings of the State Board shall be held once every quarter of the year, except where specified otherwise. The site of the State Board Meeting shall be determined no later than the previous quarter's State Board meeting, or thirty (30) days prior to the selected meeting date if there was no State Board meeting the prior quarter. 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 with notice. Region Directors shall be primarily responsible for organizing and hosting the State Board meetings within their region. Notification for all meetings of the State Board shall be sent to State Board members and members of the Executive Committee no less than thirty (30) days in advance of the meeting.

Section 2. 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 3. Committees

a) Finance

This committee shall be composed of five (5) members: the Finance Director and 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 five (5) members: the Policy Director and four (4) members appointed by the President. Their purpose shall be to manage endorsements and coordinate all campaign activities.

c) Legislative Policy

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

e) Special Committees

The President 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.

Article VII. Region Committees

Section 1. 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.

Section 2. Duties of the Region Directors

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 Governing Documents, 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.

Article VIII. Grievance Committee

Section 1. 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 2. 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 3. Review Hearing

Upon receipt of a Complaint, the Chair of the Rules Committee shall impanel a Grievance Committee, as prescribed in the Constitution, for the purposes of a Review Hearing. The 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 4. Dismissal Hearing

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

Section 5. 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 6. 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 IX. 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, structure of the caucus, and standing rules to govern 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. Purpose of Caucus Standing Rules

Each caucus must set their own standing rules at formation or renewal. The standing rules should define the functions of their officer structure, election and voting procedures, caucus functions, and any other items needed to administer caucus activities. The standing rules cannot conflict with the TYD Constitution, Bylaws, or Standing Rules. The TYD Rules Committee may provide a standing rules template and may specify a format for submission.

Section 3. Submission & Approval of Caucus Standing Rules

All caucuses must submit their standing rules to the Rules Committee Chair within 30 days of formation or renewal. The Rules Committee Chair shall then make all submitted standing rules available to members following review for compliance and approval by the Rules Committee.

Section 4. Caucus Leadership Structure

Each caucus must have at least a Chair, Vice Chair, and Secretary. The caucus may create additional leadership positions through their standing rules. The duties of all positions must be defined in the caucus standing rules.

Section 5. Meetings

The caucuses shall meet at each Texas Young Democrats state convention and may meet at State Board Meetings with 30 days notice to the Policy Director and Chair of the Host Committee. Caucuses may also meet on other occasions as necessary. If a meeting is called outside of a State Convention or State Board Meeting, caucus leadership must provide 7 days notice to the Policy Director.

Section 6. 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 officer of the caucus without a vote on the State Board shall serve as the caucus representative. If all officers hold votes on the State Board or are unable to attend, then the caucus officers shall choose a caucus member to serve as the caucus representative.

Section 7. 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 disband 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 8. Duties of Caucus Chairs

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.

Section 9. Duties of Caucus Vice Chairs

The Caucus Vice Chairs shall take over the office and duties of the Caucus Chair in case of the Caucus Chair's inability to perform their duties as prescribed by the governing documents of the caucus and TYD. They shall also perform all other duties as specified by the caucus' standing rules.

Section 10. Duties of Caucus Secretary

The Caucus Secretary shall keep the caucus membership list and officer roster, and shall be the Corresponding Secretary for the caucus. The Caucus Secretary shall perform any additional duties prescribed by the TYD Governing Documents, the Caucus Standing Rules, and the parliamentary authority of the organization.

Article X. Procedural Provisions

Section 1. Proxies

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.

Section 2. Removal of Presidential Appointments

For all offices appointed by the President, excluding offices vested by election or the PAC Treasurer, the President shall have full power to remove the appointed individual.

Section 3. 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.