



**FEDERATED  
DEMOCRATIC  
WOMEN  
OF PORTAGE COUNTY**

**Constitution and Bylaws**

## **Federated Democratic Women of Portage County**

This document supersedes all prior publications of the Constitution and Bylaws of the Federated Democratic Women of Portage County as of November 13, 2021.

Corrections to this document should be submitted via email to  
[info@portagefdw.org](mailto:info@portagefdw.org)

**Federated Democratic Women of Portage County**

**Table of Contents**

**CONSTITUTION**

Article I: Name	04
Article II: Purpose and Objectives	04
Article III: Membership	04
Article IV: Honored Life Members	05
Article V: General Officers	05
Article VI: Executive Committee	05
Article VII: Elections	06
Article VIII: Dues	07
Article IX: Meetings	07
Article X: Quorum	07
Article XI: Amendments	08

**BYLAWS**

Article I: Duties of Officers & Appointed Positions	09
Article II: Candidate Endorsements	12
Article III: Rules of Order	12
Article IV: Awards	12
Article V: Standing Rules	12
In Honor and Recognition of Marygeorge Watkins	13

## **Federated Democratic Women of Portage County**

The Official Constitution of the Federated Democratic Women of Portage County.

### **ARTICLE I - NAME**

This organization shall be called the Federated Democratic Women of Portage County.

### **ARTICLE II - PURPOSE and OBJECTIVES**

#### **Section 1**

The purpose of this organization shall be to foster relationships with all democratic women in Portage County and to encourage their involvement in the political process and to create within them the desire to acquire the practice of citizenship by supporting the principles of Democracy.

#### **Section 2**

Our Objectives are to align with the Democratic Party principles to:

- Provide women with opportunities to engage in the political process through active participation that supports democratic principles and to work with the Democratic Party Organizations to support and help elect Democrats.
- Make a persistent effort to improve the system and methods of government and to work with the Democratic Party organizations to select honest and ethical leaders.
- Encourage members to inform themselves and others on all public questions and on the qualifications of political candidates,
- Work with Democratic Party organizations to support and help elect honest, ethical, and qualified candidates who's values and experiences support and promote women's issues.

### **ARTICLE III - MEMBERSHIP**

Anyone who believes in the principles of Federated Democratic Women of Portage County, the Democratic Party of Portage County, and the Democratic Party of Ohio shall be eligible for membership with full benefits and responsibilities.

**Federated Democratic Women of Portage County**

**ARTICLE IV – HONORED LIFE MEMBERSHIP**

Honored Life Membership shall be conferred upon any FDW of Portage County member who has been continuously active in the Democratic Party and active in the affairs of this Organization for at least twenty-five years.

Honored Life Membership shall be conferred only upon an appointment made by the Executive Committee of this Organization and shall be presented by the Organization at the September Founder’s Day meeting.

**ARTICLE V – GENERAL OFFICERS**

**Section 1**

The seven general officers of this Organization are President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Membership Secretary and a Treasurer.

**Section 2**

No member shall hold more than one office at a time. The term of office shall be two years. No general officer shall be eligible to the same office for more than two consecutive terms.

At least one year of service on the Executive Committee shall be necessary for eligibility to the office of President

**ARTICLE VI – EXECUTIVE COMMITTEE**

**Section 1**

The Executive Committee shall be comprised of the seven General Officers, fifteen Executive Members, (ex officio member - Past President), Parliamentarian, Auditor, and Historian.

The fifteen Executive Members are comprised of three representatives from Kent City, three from Ravenna City, two from Streetsboro City, one from Aurora City, and

## **Federated Democratic Women of Portage County**

six from the county at large.

### **Section 2**

The Executive Committee shall attend to all matters of finance and other business committed to it and shall carry on the purpose and objectives of the Organization.

The Executive Committee shall fill all vacancies in its own body.

## **ARTICLE VII – ELECTIONS**

### **Section 1**

The seven general officers and the fifteen executive members of the organization shall be elected biennially, in the even-numbered years.

### **Section 2**

At the September meeting of the even-numbered years, the President shall solicit three (3) volunteers from the floor to be on the nominating committee. A motion will be made to approve the members and upon passage the nominating committee will be approved. The President shall set their first meeting date.

In the event three volunteers do not come forward the President shall appoint the remaining number needed from the membership at large.

### **Section 3**

The nominating committee shall present one candidate for each of the general offices, at the November meeting. Opportunity will be given for nominations from the floor, the consent of the nominees having been secured first. All fifteen executive committee members shall be nominated from the floor, and elected as stated in Section 1 of this Article.

A majority vote of voting members present shall constitute an election. Only members whose dues have been paid are eligible to vote.

**Federated Democratic Women of Portage County**

**ARTICLE VIII – DUES**

**Section 1**

The annual dues for voting membership, shall be set by the Executive Committee on a yearly basis. The financial year shall begin on January 1, annual dues shall be due and payable at that time.

Members admitted to the organization after October 1, shall receive credit for dues for the remaining three months of the year. Dues payment will then commence in January the following year.

Dues payments are payable to: Federated Democratic Women of Portage County and should be sent to the Membership Secretary.

For payment options contact the President.

**ARTICLE IX – MEETINGS**

**Section 1**

The number of meetings to be held during the year, and the time and place of those meetings, shall be decided by the Executive Committee.

**Section 2**

The Executive Committee shall meet at the call of the President.

**ARTICLE X – QUORUM**

**Section 1**

A majority of voting members present, including at least one Officer shall constitute a quorum for the transaction of business at any regular, special, or executive committee meetings.

**ARTICLE XI - AMENDMENTS**

Any proposed amendment to this Constitution must be offered in writing by a voting member at any regular meeting of the organization. The proposed amendment will be read into the record, and then considered by the voting members at the next regular meeting.

This Constitution and Bylaws may be amended by a two-thirds majority of the voting members present.

*As amended March 19, 1969; March 18, 1972; February 15, 1975; September 24, 1977; April 15, 1978; September 10, 1983; March 17, 1984; January 15, 1994; September 13, 1997, February 16, 2013, January 2017; February 11, 2020. Add date of latest amended*



## **Federated Democratic Women of Portage County**

The Official Bylaws of the Federated Democratic Women of Portage County.

### **ARTICLE I - DUTIES OF OFFICERS & APPOINTED POSITIONS**

#### **Section 1**

The President of the Federated Democratic Women's Organization of Portage County shall:

- Preside at all of its meetings.
- Supervise plans for extending and rendering effective work of the organization.
- Appoint a Parliamentarian, an Auditor who shall audit all accounts semi-annually, and a Historian, and appoint all chairs of committees.

The Past President will be a member of the Executive Committee for two years post term.

#### **Section 2**

The First Vice President shall:

- Perform all the duties of the President in the absence of that officer.
- Collaborate with the Recording Secretary to prepare, and keep on file, a complete membership book and distribute new pages to members as needed, or upon request. Membership books will be distributed by the end of February.
- Obtain speakers for meetings.

#### **Section 3**

The Second Vice President shall:

- Perform all duties of the first Vice President in the absence of that officer.
- Reserves meeting locations and times as directed by the Executive Committee per Article IX, Section 1 of the Constitution and then notifies the President of said reservations and obtains from the Corresponding Secretary the final attendance count for meetings and conveys that information to the

## **Federated Democratic Women of Portage County**

location when appropriate.

### **Section 4**

The Recording Secretary shall:

- Keep all records of all business transacted by the organization and by the Executive Committee and other meetings as requested by the President.
- Keep an up-to-date list of members and collaborates with the First Vice President to distribute membership books.
- Update and preserve all reports and documents of the organization.
- Keep all minutes, and supply copies upon request.

### **Section 5**

The Corresponding Secretary shall:

- Conduct the correspondence of the organization and of the Executive Committee.
- Keeps an up-to-date list of members addresses, emails, and phone numbers in order to inform members of all meetings and special events.
- Apprise the Second Vice President of the RSVPs for each meeting.
- Forward information to all members on candidate fundraisers and special events and any special notifications as requested by the President.

### **Section 6**

The Treasurer shall:

- Have charge of the funds of the organization and disperse them, properly certified by the President. The President or Treasurer shall deposit all revenues in a timely manner.
- Shall be bonded in the amount of \$20,000.00.
- Keep all checking and PAC accounts.
- Issue a check for deposit on the location of all fundraisers and special events after receiving a fully executed contract for services.
- Render a written report to the President of all expenses and balances of all accounts at regular meetings and/or whenever requested by the President.

## **Federated Democratic Women of Portage County**

- File all required reports with the Board of Elections in compliance with the Ohio Campaign Finance requirements.
- Follow all of the financial accounting procedures of the organization as adopted.

Regarding PAC donations to a candidate; the Treasurer will:

- Issue and retain all required documents pertaining to a candidate's written request for a donation,
- Issue a check to the candidate for the approved donation.
- File all required reports with the Board of Elections.

Regarding Fundraisers:

- The checks for all fundraisers and special events will be payable to The Federated Democratic Women of Portage County and will be sent to the Treasurer.

### **Section 7**

The Membership Secretary shall:

- Send out annual dues notices, receive all dues, and keep a record of all dues received to the Treasurer all dues collected on a timely basis.
- Maintain an up-to-date membership list showing names and addresses of members who have paid and inform the President and the Corresponding Secretary on a timely basis.
- Review and provide to the President a list of candidates who meet the criteria for the Honored Life Member Award by the end of May. The Executive Committee will vote via secret ballot at their June meeting. The award shall be presented at the September Founder's Day meeting.

### **Section 8**

Newly elected officers shall be sworn in and assume their duties at the first meeting in January after the election.

### **Section 9**

The following biennially appointed positions made by the President shall assume their duties at the first meeting in January.

## **Federated Democratic Women of Portage County**

The Auditor shall audit all accounts semi-annually and present a report to the President on June 30 and December 31.

The Parliamentarian shall be present at all regularly scheduled meetings and Executive Committee meetings to assist in drafting and interpreting the bylaws and rules of order and proper procedures for conducting the meetings. Robert's Rules of Order, current edition, being the authority.

The Historian shall gather, organize, record and retain reports, photos, news articles, and memorabilia of the Organization's accomplishments and activities of its members throughout the year. All materials will be archived and preserved at the Portage County Democratic Office.

### **ARTICLE II – CANDIDATE ENDORSEMENTS**

The organization shall be permitted to endorse and support candidates and issues.

The process for endorsing and supporting candidates and issues will be outlined in the Standing Rules and also overseen by the campaign committee.

### **ARTICLE III – RULES OF ORDER**

All meetings shall be conducted by the rules of parliamentary procedure, Robert's Rules of Order, current edition, being the authority.

### **ARTICLE IV – AWARDS**

Volunteer of the Year Award shall be selected by the general membership at the June meeting via secret ballot. The award shall be presented in September.

Honored Life Member Award shall be selected by the general membership at the June meeting via secret ballot. The award shall be presented in September.

### **ARTICLE VI - STANDING RULES**

All other policies and procedures shall be documents in the Standing Rules. The Standing Rules will be considered governing documents of the organization.

## **Federated Democratic Women of Portage County**

### **In Honor and Recognition of Marygeorge Watkins:**

First President and Organizer of the Federated Democratic Women of Portage County, 1939. We aspire to practice the challenges put forth:

- Never forget the great privilege that we have in this land of freedom, to meet without fear, to speak without restraint, to listen with open minds.
- We are people of different creeds and faiths, but working together as one body for the many projects of our Federation.
- Use our listening ears, receptive minds and hearts to accept challenges that may be brought to us through our programs.
- We are inspired and resolved to render greater service in the work that shall help make our own communities, and even the world, beyond our own small sphere, just a bit better because of the work we do today.