

The Young Democrats of Missouri



Chapter Chartering Handbook
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Young Democrats of Missouri
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How to charter with Young Democrats of Missouri

Membership requirements:

- ✓ Although you may choose to have a membership fee for your organization, YDMo does not have membership dues per member or chartering fees.
- ✓ The age requirement for each members is no less than 14 but no greater than 35
- ✓ Each chapter must provide the name, address, phone number, email and date of birth for each member being claimed toward voting purposes.

Necessary Documents for Chartering:

1. Electronic roster of chapter members and their contact information. Please include: Name, address (street, city, and zip code), e-mail, and phone number (Microsoft excel template available through YDMo)
2. Electronic roster of Club's officers, including the above information, date of election and date of term expiration (Microsoft excel form available through YDMo).
3. A copy of your organization's constitution. A constitution construction guide is included in this packet.
4. Optional: A signed letter of community service from a service organization or representative indicating that the chartering club engaged in a service activity and that gives a detailed account of the service that was done.
5. Optional: A signed letter of campaign activity from a candidate or campaign indicating that that chartering club engaged in campaign activity and that gives a detailed account of the work that was done.
6. A complete Chapter Chartering Checklist filled out and signed by the President. This document is contained in the packet.

Why charter with the Young Democrats of Missouri?

First and foremost, a chapter unit must be chartered with YDMO to have voting privileges at the annual state convention. Without an official record of a chapter's existence and membership participation, it is impossible to fairly allocate votes. Chartering with YDMO will also allow a given chapter unit to receive aid from the state organization.

Where do I send the Charter documents?

Send finished credentials packets to the Young Democrats of Missouri office. Your charter will be presented and approved at the next Executive Board meeting.

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Who to contact for help!

Rick Puig (President of YDMo) is available to answer any questions and address any problems you may have regarding the chartering process. Contact information is listed bellow:

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Young Democrats of Missouri
Chapter Chartering Final Checklist

Club Name _____

Club Mailing Address _____

Club Contact Name: _____ Contact Phone: _____

Is this your first time to charter? ____ Yes ____ No

NEW AND CURRENT CHAPTERS

- ✓ A copy of your club's constitution _____ Yes ____ No
- ✓ A copy of your club's meeting minutes _____ Yes ____ No
- ✓ A copy of your membership and officer roster _____ Yes ____ No

Checklist for membership/officer rosters and applications:

- ✓ Do all have addresses? _____ Yes ____ No
- ✓ Do all have emails? _____ Yes ____ No
- ✓ Do all have phone numbers? _____ Yes ____ No
- ✓ Does the officer roster have the terms of expiration? _____ Yes ____ No

President's Certification

I, _____ President of _____ acknowledge that all documents submitted are current, complete, and in every respect accurate'

Signed _____

Date _____

MISSOURI YOUNG DEMOCRATS CONTITUTION BUILDING PACKET

Revised March 2007

Making a constitution can be a long, tedious process, but organizing before your organization decides to approve your constitution should be done.

Difference between Constitution and Bylaws

Honestly, there is no difference, in an organization as small as a local organization, they can be used interchangeably. Yet, there is a difference! Constitutions are really the main, broad, enforcers of the organization while the bylaws reinforce the constitution with more defined words about the item. For example, Article 5 of a CONSTITUTION might discuss the election, duties, and appointment of officers while Article 5 of the BYLAWS discusses the actual duties of each officer. Also, the constitution should be harder to amend while the bylaws should be easier.

What should be in the Constitution/Bylaws

This is this is an example how a constitution would look like

Article I.

Section 1. The name of the organization shall be _____

Section 2. This club shall be affiliated with the Young Democrats of Missouri.

Article II.

The purpose of this club shall be to support and promote the ideals of the National Democratic Party, recognizing the humanitarian concern for the equal rights and opportunities of all people as a primary concern of government.

Article III.

Section 1. Membership in this club shall be open to any Democrat who is 14 years of age or older, but has not attained the age of 36 years. Any eligible Democrat may become a member of this club by completing an application blank and paying the required dues. All members of this club shall be members of Young Democrats of Missouri.

Section 2. A Democrat, for membership purposes, is defined as any person who subscribes to the following pledge:

“I, undersigned person, do now support the principles of the National Democratic Party. Resignation from this club will release me from the pledge.”

Section 3. The application for membership shall contain the following information:

- 1) name and address of person seeking membership
- 2) applicant's date of birth
- 3) date of application
- 4) the pledge specified in Section 2 of this article, which shall be signed by the applicant and witnessed by at least one member of the Young Democrats of Missouri personally present.

Article IV.

Section 1 Regular meetings of this club shall be held _____ and shall be called by the President with the approval of the Executive Committee.

Section 2. Special meetings shall be held when necessary and shall be called by the President and _____ members of the Executive Committee or by any _____ members.

Section 3. All members of the club shall be notified at least ____ days in advance of any meeting.

Section 4. The club in meeting assembled shall be the supreme policy-making authority of this club, subject only to this Constitution and to the Constitution and By-laws of Young Democrats of Missouri.

Section 5. No business shall be transacted at any meeting unless a quorum of the members is present.

Section 6. No member shall be eligible to vote in any meeting unless she or he has (attended _____ prior meetings) or (been a member for ____ days).

Article V.

Section 1. The officers of this club shall be a President, a Vice-President, a Secretary, a Treasurer, a Young Democrats of Missouri State Executive Committee Representative, and any other officers the club shall approve.

Section 2. All officers shall be elected at a regular meeting in the month of _____, and shall serve until their successors are elected.

Section 3. All officers shall be elected by a majority vote, with run-offs when necessary.

Section 4. Any officer may be removed from office by a two-thirds vote of members present and voting at any regular club meeting, provided that notice of this proposed action has been given at a prior meeting. Any officer shall be automatically removed upon failure to attend three consecutive meetings of the club or the executive committee of this club, except that the club may, by majority vote excuse such actions.

Section 5. In the event of a vacancy in any office, the office shall be filled by special election at the next regular meeting of the club.

Section 6. All officers shall serve on the Executive Committee of this club, and have the duties and powers stated in this Constitution.

- a. The President shall preside at all the meetings of the club and of the Executive Committee of this club, and with the approval of said Executive Committee, appoint members and chairpersons of all committees, and call regular meetings of the club.

- b. The Vice-President shall preside at meetings in the absence of the President and serve as Membership Committee Chair.
- c. The Secretary shall take minutes of club meetings, Executive Committee meetings, and keep complete records of the actions of the club.
- d. The Treasurer shall keep all monies of the club in a special bank account, disburse monies on the order of the club or the Executive Committee, keep complete financial records, and present reports at each meeting of the club and the Executive Committee.

Article VI.

The Executive Committee shall be composed of the officers, and other committee chairs. They shall meet at the call of the President or any three members. The Executive Committee shall:

- a. Set the time, date and place and agenda of meetings
- b. Plan programs for meetings
- c. Suggest policy to the club
- d. Authorize expenditures of money when necessary
- e. Take action in the name of club, when necessary, subject to the approval of the club at the next meeting

Article VII.

This club shall have the following standing committees: Campaign, Finance, Membership, Program and Planning, Publicity, Senior Party Liaison, Social Activities, Speakers, Volunteer, and such other committees as may become necessary.

Article VIII.

Each member shall pay annual dues of \$_____.

Article IX.

Except as otherwise provided, Robert's Rules of Order Revised shall be the parliamentary authority of this club. In the even of conflict, the Constitution and By-laws of the Young Democrats of Missouri shall prevail over this Constitution or other rules of this club.

Article X.

This Constitution shall become effective when adopted by a two-thirds majority vote of members present and voting at the meeting. Amendments to the Constitution, after its adoption, may be introduced at any regular meeting of the club, and shall be voted on at the next regular meeting. Amendments approved by a two-thirds vote of the members present and voting shall be adopted.

Who should build the constitution?

You should form a small committee from 3 to 5 people to focus on the building of the constitution. If you want to really be formal with the organization, you should form a set of “Standing Rules” that will govern the organization until the constitution is approved.

What are standing rules?

Standing Rules are the simplest form of a rule made by the organization. They usually discuss election codes and procedures, meeting procedures, or organizational actions. By Robert Rules of Order, standing rules only last a year. If you want to keep rules, make them formal, and written down, you should create a “rules committee” in your constitution that will keep up with the rules and also be a judicial body on the governing documents.

Can we endorse candidates?

This is a question that always asked. Young Democrats of Missouri cannot endorse as a state organization but this does not mean that local organizations can or cannot endorse. That should be a discussion that is done with the members of the organization because endorsing can be a big benefit, while also being a huge problem. Most organizations do endorse candidates and formulate some procedure how the chapter endorses.

On the next pages are examples of constitutions used by Young Democrats of Texas. (University Democrats at El Paso and the Harris County Young Democrats)

Constitution of the University Democrats at the University of Texas at El Paso

PREAMBLE

We, the students at the University of Texas of El Paso, see it necessary to expand the beliefs of the Democratic Party, to have involvement with the Democratic process, and to enlighten others about the Democratic Party and process, we unite to form an Organization that shall be named the University Democrats of El Paso located at the University of Texas at El Paso.

ARTICLE ONE

Name of the Organization and Affiliations

SECTION ONE: The formal name of the organization on this campus shall be the University Democrats of El Paso. The name of the University of Texas at El Paso will not be considered the name of the organization, only used as an indicator, when needed, that our organization based at the university. In no way does the name of “University of Texas at El Paso” or “UTEP” shall be in our official name.

SECTION TWO: The University Democrats of El Paso (UDEP) shall be affiliated with the Texas Young Democrats (TYD), Young Democrats of America (YDA) and College Democrats of America (CDA).

ARTICLE TWO

Purpose

The purpose of this organization is to support and promote the ideals of the Democratic Party local, state, and at the national level. This organization shall serve to promote future growth of members of the Democratic Party This organization shall be active with the Democratic community and to provide opportunities to be involved in local, state, and national affairs. This organization shall be a forum for the university on government issues, and anything else that is needed and proper to further the promotion of the Democratic Party without defacing the Democratic prestige

ARTICLE THREE

Membership

SECTION ONE: Definitions

1. **Potential Members:** A person who has an interest in University Democrats, who has signed up to be a potential member, but has not fulfilled the guidelines for “Members of Good Standing.”
2. **TYD Membership Delegate Regulations:** A member in good standing who will be considered a delegate to any Texas Young Democrat activity or annual convention. As stated in the Texas Young Democrats Constitution Section 202a, Regular Members are, “an individual who has membership in an affiliated organization is deemed be a member of the Texas Young Democrats upon the charting of that organization with the Texas Young Democrats for the present year. The member shall be counted in awarding delegates to the various affiliated clubs. Each member shall have regular membership in only one club at a time.”
3. **Member In Good Standing:** A member who follows the requirements in Article Three Section Two. They will have voting privileges, eligible to be elected/appointed to the executive board, and any other privileges
4. **Secondary Membership:** Secondary members shall have the same privilege in University Democrats except to be elected to the Executive Board. They may, however, be appointed to the Executive Board.

With accordance with TYD Constitution Section 202b, "Secondary membership shall be available to any individual holding a regular membership in another club. This individual shall designate if his or her membership in a club is secondary, and their membership shall not count in determining that second club's delegate count. The numbers of secondary membership shall not be limited."

5. **YDA-TYD age requirement:** To be a delegate or claim secondary membership of Texas Young Democrats and Young Democrats of America, the member must be between the age of 14-35
6. **Special Membership:** Special membership shall grant any member the same rights as a member in good standing with the exceptions that they cannot be considered as a delegate to any Texas or National Young Democrat Function. They shall be members of CDA and any CDA events.
7. **Inactive Member:** A former Member in Good Standing who as not attended numerous events and meetings and has the requirements of Article Three, Section Three

SECTION TWO: Member In Good Standing

1. Any student, faculty, or staff of the University of Texas El Paso can be a member of this organization and it cannot be denied because of race, color, creed, gender, sexual preference, and disability.
2. A member shall move from the "Potential Member" status to "Member in Good Standing by the following:
 - a. Attending two events from the organization
 - b. Attending a meeting of the organization
 - c. Filling out the "Oath Of Affiliation" Form
3. Every member who claims Good Standing must fill out the Oath of Afflation form regardless of activity in the organization.
4. Membership to the organization is suspended if a student is on academic probation as stated in the University Guidelines, unless approved organization sponsor for reinstatement to the organization.
5. The Director of Membership and the President shall certify before the Texas Young Democrats State Convention the organizations members in Good Standing.

SECTION THREE: Each member of University Democrats shall be considered a member and have membership in:

1. Secondary Membership, as stated in the Texas Young Democrat Constitution Section 202b, in El Paso County Young Democrats, (EPYD), at their own will.
 - a) The member who chooses to be a Secondary Member to the University Democrats shall not be counted in the delegate records at the Texas Young Democrats Convention, in accordance to Section 202b of the TYD Constitution.
2. The member shall have membership in TYD, CDA, and YDA
3. To have membership of EPYD, TYD and YDA, those members must meet the age requirement as stated in YDA.
4. CDA membership is not denied regardless of age or status of membership.

SECTION FOUR: Inactive Membership Guidelines

1. A member shall fall into the status of "Inactive Member" by the following
 - a. Does not attend a meeting for a month
 - b. Does not respond to any methods of communications
 - c. Does not attend two activities including missing meetings for a month.
2. The Director of Membership may recommend members for consideration by approval of the President.
3. The Director of Membership and/or the President shall contact the member for confirmation of status.
4. If there is no contact, the member shall be dropped to our potential membership list unless they claim that they no long want to be a member of the organization.
5. Any member may seek a leave of absence because of school or personal reasons per semester with approval of the President. Every semester, the Director of Membership will contact the member to confirm their status. Those who seek a leave will still be considered a "Member in Good Standing."

SECTION FIVE: Out of the general membership, there shall be an Executive Board that shall consist of four elected members and selected members. The Executive Board shall be:

Elected: President, Vice President, Secretary and Treasurer

Selected: Director of Membership, Director of Communications, and Director of Community Issues

SECTION SIX: The President shall have the power to appoint those Executive Board members that need to be selected. When a person is appointed, the body of membership of the University Democrats shall approve the appointee with at least a majority vote.

SECTION SEVEN: All elected positions shall be elected by a majority vote at the end of the school year, with run-offs when necessary. The term for the newly elected Executive Board shall begin on the day after the final day of the Spring Semester and it shall end on the day before the final day of the Spring Semester. The final day of the Spring Semester shall be a holiday for all members.

SECTION EIGHT: Any officer may be removed from office by a two-thirds vote of members present and voting at any regular organization meeting, provided that notice of this proposed action has been given at a prior meeting. Any officer shall be automatically removed upon failure to attend three consecutive activities of the organization, except that the organization may, by majority vote, excuse such actions. Activities may include meetings, fundraisers, rallies, etc.

SECTION NINE: In the event of a vacancy in any office, the office shall be filled by special election at the next regular meeting of the organization.

ARTICLE FOUR Duties of the Executive Board

SECTION ONE: The President shall preside at all the meetings of the organization and of the Executive Committee of this organization, and with the approval of said Executive Committee, appoint members and chairpersons of all committees, and call regular meetings of the organization. Every semester, the President shall make a Plan of Action, which will plan events for the semester and the goals for this semester.

SECTION TWO: The Vice-President shall preside at meetings in the absence of the President. The Vice President shall be the point of contact to University issues and events. Both the President and the Vice President shall be the contact for the local, state, and national Democratic Organizations. The Vice-President shall oversee all committee work and will give suggestions and comments to the chairs of each committee.

SECTION THREE: The Secretary shall take minutes of organization meetings, Executive Committee meetings, and keep complete records of the actions of the organization. At the end of the year, the Secretary shall put together a scrapbook of records for the next year's Executive Board.

SECTION FOUR: The Treasurer shall keep all monies of the organization in a special bank account, disburse monies on the order of the organization or the Executive Committee, keep complete financial records, follow the check writing policy, and present reports at each meeting of the organization and the Executive Committee.

1. **Check Writing Policy:** For any check that is written for payment of a debt owed by the organization, the President or the Treasurer may sign the check. If the check is over one hundred dollars, The President must sign the check with the Treasurer's approval. The Treasurer must also copy, or have a carbon copy of, each check written with their records.

SECTION FIVE: The Director of Membership shall oversee the Membership Committee and will try to recruit and maintain membership. In addition, the Director shall give the President an updated list of active members every month.

SECTION SIX: The Director of Communications shall keep with any current events locally, statewide, and nationwide and inform the body on any event that may effect us. In addition, the Director of Communication shall communicate to all members about upcoming activities, meetings, or any other event by any means of communication.

SECTION SEVEN: The Director of Community Issues and Service shall work with the Director of Communication on any issues that may come up in the community. In addition, the Director of Community Issues and Services shall organize a project once a month so we can give back to our community in the name of University Democrats

ARTICLE FIVE Committees

SECTION ONE: There shall be the following permanent committees: Finance, Membership, Programs, and Publicity

SECTION TWO: If needed, the President can form any temporary committee for a specific event.

SECTION THREE: The descriptions of the Committees are as follows:

1. The Treasurer shall chair the Finance Committee. This committee shall help the Treasurer with any ideas, organization, or execution of any fundraiser events.
2. The Director of Membership shall oversee the Membership Committee. This committee shall organize any campaigns or projects to recruit new members to the organization
3. The Programs Committee shall be overseen by the Director of Community Issues and Service and Co-Chaired by the Director of Communications. This committee shall give both Directors ideas on projects to be done at the university and in the community
4. The Director of Communications shall chair the Publicity committee. This committee shall keep up to date with events and discuss at a general meeting with the members to see if any action is necessary. As well, this committee will focus on publicity by any means necessary for any event sponsored by this organization

ARTICLE SIX Meetings and Parliamentary Procedure

SECTION ONE: the members at the first general meeting shall determine Meeting dates. They shall select the time, and it shall be the President's responsibility to reserve the location.

SECTION TWO: Except as otherwise provided, Robert's Rules of Order Revised shall be the parliamentary authority of this organization. In the even of conflict, the Constitution and By-laws of the Texas Young Democrats shall prevail over this Constitution or other rules of this organization.

ARTICLE SEVEN Endorsement Policy

SECTION ONE: The University Democrats shall not endorse any Democratic candidate during the Primary election or in any general election. No member may use the name of University Democrats in endorsing any candidate for office. Each member, however, is encouraged to support a candidate independently from the organization.

SECTION TWO: The University Democrats may endorse city or state referendums, ordinances, or amendments that is on the ballot in a general election or a special election. The membership by a two-third vote must approve to endorse such referendums, ordinances, or amendments and it will be the job of the Executive Board to produce a procedure for the endorsement.

ARTICLE EIGHT
Ratification and Amendments

This Constitution shall become effective when adopted by a two-thirds majority vote of members present and voting at the meeting. Amendments to the Constitution, after its adoption, may be introduced at any regular meeting of the organization, and shall be voted on at the next regular meeting. Amendments approved by a two-thirds vote of the members present and the amendment shall be adopted.

Adopted February 17, 2002
Amended October 22, 2002
Amended April 2003

Constitution of the Harris County Young Democrats

ARTICLE 1. NAME

Section 1. The name of the organization shall be the Harris County Young Democrats.

Section 2. This club shall be affiliated with the Texas Young Democrats.

ARTICLE 2. PURPOSE

The purpose of this club shall be to assemble, educate, and mobilize young people who are interested in promoting the issues and candidates of the Democratic Party.

ARTICLE 3. MEMBERSHIP

Section 1. Membership in this club shall be open to any Democrat who is 14 years of age or older, but has not yet attained the age of 36 years. Any eligible Democrat may become a member of this club by completing a registration form. All members of this club will also thereby become members of Texas Young Democrats.

Section 2. A Democrat, for membership purposes, is any person who subscribes to the following pledge: "I (the undersigned person), do now support the principles of the National Democratic Party. Resignation from this club will release me from this pledge."

Section 3. The registration for membership shall contain the following information: (1) Name of member; (2) Address of member; (3) Member's date of birth; (4) Date of registration; (5) The pledge enumerated above; (6) Signature of member; (7) Date of registration; (8) Name and signature of witness to registration.

ARTICLE 4. MEETINGS

Section 1. Regular meetings will be held on the 4th Tuesday of each month, unless announced otherwise by the President at the previous month's meeting, and shall be called by the President with the approval of the Executive Committee by simple majority.

Section 2. Special meetings shall be held when necessary and shall be called by the President and approved by a simple majority of the Executive Committee. Special meetings can also be called by a two-thirds majority vote of the general membership of the organization.

Section 3. All members of the club shall be notified at least 2 days in advance of any meeting by Email or web-site. Mailed newsletter or postcard announcements shall also be encouraged.

Section 4. The club in meeting assembled shall be the supreme policy-making authority of this club, subject only to this constitution.

Section 5. No business shall be transacted at any meeting unless a quorum of at least 15 members or a two-thirds majority of the Executive Committee is present.

Section 6. No member shall be eligible to vote in any meeting unless he or she has attended at least one prior meeting.

ARTICLE 5. OFFICERS

Section 1. The officers and Executive Committee of this club shall be President, Communications Vice President, Events Vice President, Fundraising Vice President, Membership Vice President, and Treasurer. Upon election to their respective office, Executive Committee members may change the title of their office for the duration of their term, pending approval by two-thirds majority of the Executive Committee. A change in the nominal title of an Executive Committee member does not change the responsibility or authority of said officer.

Section 2. All officers shall be elected at a regular club meeting in the month of January, and shall serve for one calendar year.

Section 3. All officers shall be elected by majority vote of members present, with run-off elections in cases where no one candidate received a simple majority.

Section 4. Any officer may be removed from office by a two-thirds majority vote of members present and voting at any regular club meeting, provided that notice of this proposed action has been given at a prior meeting. Any officer shall be automatically removed upon failure to attend three consecutive meetings of the club, except when a simple majority vote of the Executive Committee excuses such absences.

Section 5. In the event of a vacancy of any office, the office shall be filled by special election at the next regular meeting of the club.

Section 6. All officers shall serve on the Executive Committee of this club, and have the duties and powers stated in this constitution.

Part 1. The President shall preside at all meetings of the club and the Executive Committee of this club, and, with approval by a simple majority of the Executive Committee, may appoint Committee Chairs for the purposes of specific projects and goals. The President shall call regular and special meetings of the club and meetings of the Executive Committee. The President shall also be authorized to write checks from the club bank account, with the approval of the Executive Committee as detailed in Article 6.

Part 2. The Communications Vice President of the club shall organize and distribute meeting notices, press releases, newsletters, electronic communications (including website and email), and advertisements for the club.

Part 3. The Events Vice President shall manage the details of arranging for regular meetings and special projects or events and shall coordinate efforts to send members of the club to outside functions.

Part 4. The Fundraising Vice President shall coordinate efforts to increase funding for the club. The Fundraising Vice President shall also be the third person authorized to sign checks from the club bank account.

Part 5. The Membership Vice President shall keep the listing of club members' registrations, coordinate efforts to promote increased membership, and keep minutes of the meetings to be presented upon request by the President of Executive Committee members.

Part 6. The Treasurer shall keep records of the funds owned by the club and submit Political Action Committee finance reports. The Treasurer shall also be the secondary person authorized to sign checks from the club bank account.

ARTICLE 6. EXECUTIVE COMMITTEE.

The Executive Committee shall be composed of the officers of the club. They shall meet at the call of the President of any three members of the Executive Committee. The Executive Committee shall: (1) Set the location and time of the next regular meeting; (2) Plan programs for meetings; (3) Suggest policy and initiatives for the club; (4) Approve an amount of funds that may be spent by the President, Treasurer and/or Fundraising Vice President towards the purpose of sending out notices of the monthly meetings; and (5) Authorize expenditures of the club's funds beyond regular costs previously approved for monthly meetings.

ARTICLE 7. MEMBERSHIP DUES

There will be no mandatory dues for membership of the club. However, members are requested to contribute to the regular expense of maintaining the club to the best of their financial ability.

ARTICLE 8. CONSTITUTIONAL DEBATE DURING OFFICER ELECTIONS

In the event of Constitutional debate during officer elections or at the request of the President, a representative selected by the Harris County Democratic Party Chair shall serve as Parliamentarian and chief arbiter. This person cannot subsequently serve as an officer of the club for one year thereafter.

ARTICLE 9. CONSTITUTIONAL AMENDMENTS

This constitution shall become effective when adopted by a two-thirds majority vote of members present and voting at the meeting. The officers herein shall be elected at the subsequent regular monthly meeting. Amendments to the constitution may be introduced at any meeting of this club and shall be voted on at the next regular monthly meeting. Amendments must be approved by a two-thirds vote of the members present at the regular monthly meeting. The constitution and subsequent amendments will be kept by the sitting President of the club.

This constitution was passed on Wednesday, February 24, 1999 and last amended on Wednesday, February 23, 2005 by a two-thirds majority vote of members present and voting.