

NORTH CAROLINA SENIOR DEMOCRATS

CONSTITUTION

May 2, 2015

ARTICLE I – NAME

The name of this organization shall be North Carolina Senior Democrats (NCSD).

ARTICLE II – AFFILIATION

This organization, recognized by the North Carolina Democratic Party Executive Committee, at both state and county levels, is an integral part of the North Carolina Democratic Party.

NCSD shall be influenced and guided by the platforms and policies of the Democratic Party at the county, state, and national levels.

ARTICLE III – PURPOSE

The purpose of this organization is to:

- elect Democrats to public office;
- advocate for issues of concern to seniors;
- educate voters and potential voters about issues and candidates.

ARTICLE IV – INCLUSIVENESS

NCSD shall make special efforts to encourage traditionally under-represented groups to participate in the delegate selection process and/or in Party organizations at all levels. All Democrats elected and appointed to any position in the NCSD should reasonably reflect the Democratic electorate of the unit with regard to age, race, gender, religion, ethnic origin, and/or handicapping condition.

Section 1. NCSD shall not endorse or support the candidacy of any person for a public office that is contested in a Democratic primary or who is not a Democratic Party nominee. This rule shall not apply to Democrats in non-partisan elections.

ARTICLE V – MEMBERSHIP

Section 1. Any person who is a registered Democrat in North Carolina and who has reached the age of fifty (50) shall be eligible for active membership.

- a. Active members are eligible to vote and hold office.

- b. Associate members are below the age of fifty. They are not eligible to vote or hold office.

Section 2. Any Democrat may become a member of the NCS D by joining one of its chapters.

Section 3. The membership year shall be January 1 through December 31.

ARTICLE VI – CHAPTERS

Section 1. There may be one recognized Chapter per county, known as the (county name) Senior Democrats. Officers of the NCS D Chapters shall be elected as set forth in that Chapter’s constitution, and the President of each Chapter shall serve on the NCS D Executive Committee.

Section 2. In order to certify to the State Party Chair that an organization is in good standing and for that organization to be entitled to a vote on their local county’s Executive Committee, a local chapter shall:

- a. consist of no fewer than five active members;
- b. elect officers at least biennially and provide their names, addresses, e-mail addresses, and telephone numbers to the NCS D Secretary;
- c. send contributions and a current, updated membership list to the NCS D Treasurer as changes occur;
- d. send current updated membership information to the NCS D Secretary as changes occur;
- e. have the Treasurer’s books audited at least every two (2) years;
- f. have the Treasurer prepare and submit in a timely manner all reports required by the State Board of Elections.
- g. have a constitution approved by the NCS D. Amendments to the chapter constitution require approval of the NCS D.

ARTICLE VII –NCS D OFFICERS AND ELECTIONS

Section 1. Elected Officers

The elected officers shall be

- a. President
- b. First Vice-President
- c. Second Vice-President
- d. Third Vice-President
- e. Recording Secretary
- f. Treasurer

Section 2. Elections and Term of Office

- a. Officers shall be elected in an open, publicized election at the annual convention in odd-numbered years. If there is only one candidate for an office, election may be viva voce.
- b. Nominations may be made from the floor if sufficient biographical information to acquaint the membership with that nominee’s qualifications. and the nominee’s agreement to serve if elected are provided to the voting body.

- c. Terms of office shall be two (2) years. Officers may not serve more than two (2) consecutive terms in the same office. The office of Treasurer shall be exempt from this provision.
- d. Officers shall assume their duties July 1 following their election at the May Convention.

Section 3. Vacancies in Office

- a. A vacancy in the office of President shall be filled by the First Vice-President.
- b. A vacancy in the office of First Vice-President shall be filled by the Second-Vice President.
- c. Should the offices of President, First Vice-President, and Second Vice-President all become vacant, the office of President shall be filled by the Third-Vice President.
- d. Vacancies in all other offices shall be filled by the NCSD Executive Committee.

Section 4. Removal from Office

Officers may be removed from office as stated in the Policy Manual.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1. Duties of the President

The President shall:

- a. preside at all meetings of the NCSD, including the annual convention and all Executive Committee meetings;
- b. appoint, with the approval of the Executive Committee, all committee chairs except the Nominating, Membership, Liaison, Public Relations;
- c. appoint a Parliamentarian and an Historian;
- d. appoint a Corresponding Secretary if needed;
- e. call special meetings of any committee;
- f. be an ex-officio member of all committees, except the Nominating Committee;
- g. convene members of the Nominating Committee at the annual convention held in even-numbered years for the purpose of electing a chair of the committee;
- h. have general supervision of all affairs of the organization and cooperate fully with the North Carolina Democratic Party Executive Committee;
- i. represent the NCSD on the North Carolina Democratic Party Executive Committee, the Democratic Party Executive Council, and all other state level committees authorized by the Plan of Organization;
- j. maintain appropriate records;
- k. submit the names of the NCSD Chapter Presidents and District Representatives to the North Carolina Democratic Party Chairman;
- l. submit annually, a copy of the NCSD Constitution to the North Carolina Democratic Party Executive Committee, for reaffirmation of the Charter;
- m. appoint three members to serve on the Budget Committee;
- n. make other appointments as appropriate or necessary;
- o. transmit all records to their successor before the first Executive Committee meeting held after July 1.

Section 2. First Vice-President

The First Vice-President shall:

- a. serve as an aide to the President;
- b. serve as chair of the Membership Committee;
- c. preside at all meetings in the absence of or upon request of the President;
- d. assume the office of President until the next regular election if for any reason a vacancy has occurred in that office;
- e. serve as chair of the Credentials Committee and submit the report to the convention;
- f. transmit all records to their successor before the first Executive Committee meeting held after July 1.

Section 3. Second Vice-President

The Second Vice-President shall:

- a. preside at all meetings in the absence of the President and First Vice-President;
- b. assist the President and First Vice-President in all duties on request;
- c. serve as chair of the Liaison Committee to all recognized auxiliary organizations, keeping them informed of the activities of NCS D;
- d. serve as First Vice-President, should that office be vacated.
- e. transmit all records to their successor before the first Executive Committee meeting held after July 1.

Section 4. Third Vice-President

The Third Vice-President shall:

- a. preside at all meetings in the absence of the President and First and Second Vice-Presidents;
- b. assist those officers in all duties on request;
- c. serve as chair of the Public Relations Committee;
- d. serve as coordinator of the Congressional District Representatives and submit reports to the Executive Committee;
- e. assume the office of President in the event of vacancies in the offices of President and First and Second Vice-Presidents.
- f. transmit all records to their successor before the first Executive Committee meeting held after July 1.

Section 5. Recording Secretary

The Recording Secretary shall:

- a. record all minutes of meetings of the NCS D and the Executive Committee and keep on file all reports of the officers and committee chairs;
- b. keep membership lists;
- c. serve as custodian of all official documents;
- d. maintain all records of historical value;
- e. send all notices of meetings and necessary notifications or mailings;
- f. work closely with the Treasurer to keep the membership list current;
- g. verify quorums.
- h. transmit all records to their successor before the first Executive Committee meeting held after July 1.

Section 6. Treasurer

The Treasurer shall:

- a. serve as chair of the Budget Committee;
- b. be responsible for all receipts and disbursements of funds, maintain checking accounts and reconcile bank statements according to law;
- c. make a full financial report at every meeting of the Executive Committee, and at each regular meeting of the general membership, and such interim reports as the President may direct;
- d. file appropriate and timely reports as required by the North Carolina Board of Elections;
- e. successfully complete the required training provided by the North Carolina State Board of Elections within 90 days of taking office;
- f. assist in preparing the annual budget for presentation to the Executive Committee;
- g. produce the books for inspection on demand;
- h. assign weighted votes as specified in Article X, Section 1;
- i. verify voting eligibility at meetings;
- j. transmit all records to their successor before the first Executive Committee meeting held after July 1.

ARTICLE IX – DISTRICT REPRESENTATIVES

Section 1. District Representatives shall be elected by qualified electors by district at the NCSD Convention in odd-numbered years to serve for a term of two (2) years.

Section 2. Duties of District Representatives

District Representatives shall:

- a. serve on the Congressional District Executive Board in their Congressional District and attend meetings as a voting member;
- b. attend each Chapter Executive Committee meeting at least one time a year, if possible; if unable to attend, ask a member from an organized Chapter within the District to attend.

ARTICLE X – STATE MEMBERSHIP MEETINGS

Section 1. State Convention

- a. There will be held annually a state convention of the entire membership of the NCSD during the month of May. The place of the state convention shall be set at the preceding state convention by invitation and approval of the host Chapter and the NCSD Executive Committee.
- b. Each chartered Chapter shall be entitled to one vote at the state convention for every ten (10) members. This establishes the weighted vote allotted to each Chapter. Associate members shall not be counted as part of the weighted vote. All votes, with the exception of amendments to the Constitution (Article XVII) shall be by a majority of the weighted vote of the Chapters represented.
- c. A Chapter must share in the operational cost of the NCSD as specified in Article XV to be eligible to cast vote(s) at the convention.

- d. A call to convention shall be sent to the total membership at least forty-five (45) days prior to the state convention date.
- e. The quorum for the State Convention shall be the members present.

Section 2. Special Membership Meetings

Special meetings may be called by the President, by a majority of the Executive Committee, or upon written request of fifty (50) members of the organization.

ARTICLE XI – EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall be composed of:

- a. the elected NCSD officers
- b. the Presidents or designated representatives from the several chartered Chapters
- c. district representatives
- d. chairs of all standing and special committees
- e. the immediate past President for a term not exceeding two years following the election of a new President.

Section 2. Duties

The Executive Committee shall:

- a. have general supervision of the affairs of the organization;
- b. transact all business referred to it by the general membership;
- c. adopt policies and procedures to be included in the Policy Manual.

Section 3. Meetings

- a. The Executive Committee shall meet at least four times a year.
- b. A quorum for the Executive Committee shall consist of forty (40) percent plus one (1) of the member chapters.
- c. No member will be entitled to cast more than one vote.
- d. Special meetings shall be called by the President or on request of four (4) members of the committee.

ARTICLE XII – COMMITTEES

Section 1. Standing Committees

The Standing Committees shall be:

- a. Constitution and Policies
- b. Budget
- c. Audit
- d. Nominating
- e. Legislative
- f. Liaison
- g. Membership
- h. Public Relations

- i. Historical
- j. Communications

Section 2. Special Committees

With the approval of the Executive Committee, special committees may be appointed by the President for specific functions and duration.

ARTICLE XIII – DUTIES OF COMMITTEES

Section 1. Constitution and Policies Committee

- a. The Constitution Committee shall:
 - i. review the Constitution biennially;
 - ii. review all proposed amendments and make recommendations to the annual convention with respect to their adoption;
 - iii. propose and review policies on an annual basis and report suggested changes to the Executive Committee for consideration of adoption.
- b. The Chair of the Constitution and Policies Committee shall:
 - i. present to the committee in written form for its consideration, all proposed amendments;
 - ii. upon favorable action of the committee on any proposed amendment, present the amendment in written form to the President in time for it to be mailed with the call to convention;
 - iii. upon unfavorable action of the committee on any proposed amendment, give timely notification to its proponents of the action of the committee and of their right, if applicable, under Article XVIII to have the proposed amendment sent with the call to convention;
 - iv. transfer appropriate records to successor upon completion of term of office.

Section 2. Budget Committee

The Budget Committee shall:

- a. be chaired by the Treasurer;
- b. prepare the proposed budget for presentation to the executive committee and adoption at the State Convention;
- c. receive requests for funds or appropriations not included in the budget and present its recommendations to the Executive Committee for action.

Section 3. Audit Committee

The Audit Committee shall audit the Treasurer's accounts biennially by October 1 of odd numbered years and present a report to the Executive Committee.

Section 4. Nominating Committee

The Nominating Committee shall:

- a. elect a Chair from among its members at the annual convention in even-numbered years;
- b. present a slate of nominees for office in even-numbered years;

- c. provide to the membership sufficient biographical information to acquaint the membership with each nominee's qualifications via the call to convention forty-five (45) days prior to the convention.

Section 5. Legislative Committee

The Legislative Committee shall:

- a. be comprised of a representative from each local chapter and the President's appointee for Chair;
- b. keep the membership informed on local, state, and national legislation to allow the membership to make informed decisions;
- c. present legislative proposals at the annual convention and/or at Executive Committee meetings for appropriate action.

Section 6. Liaison Committee

The Liaison Committee shall:

- a. be chaired by the Second Vice President;
- b. be responsible for working cooperatively with all auxiliary organizations chartered by the North Carolina Democratic Party.

Section 7. Membership Committee

The Membership Committee shall:

- a. be chaired by the First Vice-President;
- b. be comprised of the First Vice-Presidents of the Chapters;
- c. increase membership, with a goal of forming Chapters in all one hundred (100) North Carolina counties.

Section 8. Public Relations Committee

The Public Relations Committee shall:

- a. be comprised of five (5) members and be chaired by the Third Vice President;
- b. coordinate, and implement a strong relationship with media, Chapters, and members of the NCSD;
- c. prepare news releases and other information concerning the NCSD for the media;
- d. work closely with the President and Executive Committee to establish a program to promote the best interests of the NCSD and the Democratic Party.

Section 9. Historical Committee

The Historical Committee shall:

- a. be chaired by the Historian;
- b. collect minutes of meetings, events, newspaper items, pictures, or anything which will preserve the history of the NCSD;
- c. prepare a scrapbook with memorabilia;
- d. seek a proper place for preserving the history of the NCSD;
- e. work with the NCSD Secretaries.

Section 10. Communications Committee

The Communications Committee shall:

- a. be composed of five or more members;
- b. provide the tools for all other officers and members which are needed to communicate inter and intra organizationally;
- c. communicate timely and accurate lists for all members, comprised of name, address, phone number and email as a minimum;
- d. report regularly to the Executive Committee and President concerning the support it receives from members and officers as well as tasks performed and services rendered to same for the period;
- e. report recommendations for improvements, services, tools and other pertinent items to the Executive Committee annually.

ARTICLE XIV – GRIEVANCE PROCEDURE

There will be a grievance procedure determined by the Executive Committee and specified in the Policy Manual.

Section 1. NCSD shall provide for the internal resolution of disputes and shall not be subject to the North Carolina Democratic Party Council of Review 9.00. Any aggrieved member may contact the Constitution and Policy Committee Chair.

ARTICLE XV – REPORTS AND TRANSFER OF MATERIALS

All officers and committee chairs shall prepare written reports for distribution to Executive Committee for each regular meeting and an annual report to be filed with the Recording Secretary. Local chapter presidents shall submit an annual written report to the Executive Committee to be filed with the Recording Secretary.

Before the first meeting of the Executive Committee following the state convention, all pertinent officer and committee materials shall be transferred to new officers and committee chairs with copies to the Historian as per policy.

ARTICLE XVI – CONTRIBUTIONS

Section 1. Chapter Treasurers may collect voluntary contributions for the support of their Chapters and the NCSD.

Section 2. To be a Chapter in good standing, it will send a contribution for each member to the NCSD Treasurer by March 31 annually.

Section 3. A Senior Democrat residing in a county without a Chapter may become a member by contributing to the NCSD as an at-large member or by joining the nearest county chapter.

Section 4. Contributions from associate members are optional.

Section 5. All voluntary contributions are accepted.

ARTICLE XVII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the Constitution of this organization.

ARTICLE XVIII – AMENDMENTS

Section 1. A proposed amendment to the Constitution shall be presented in written form to the Constitution and Policy Committee at least ninety (90) days prior to the annual convention or a special meeting called for that purpose. A written statement explaining the change shall accompany the amendment.

Section 2.

- a. The President shall send a copy of proposed amendments which have received favorable action by the Constitution and Policy Committee with the call to convention.
- b. Any amendment which does not receive favorable action by the Constitution and Policy Committee shall be mailed with the call to convention, provided it shall be presented to the President not less than forty-five (45) days prior to the convention or special meeting and if it is supported by a resolution of endorsement from at least one Chapter. The expense of reproduction and mailing must be advanced by its proponents. Only proposed amendments mailed with the call to convention may be considered by the membership for adoption.
- c. On proposed amendments mailed with the call to convention, the President shall indicate whether they have received favorable or unfavorable action by the Constitution Committee.

Section 3.

Amendments to the Constitution must be approved by two-thirds (2/3) affirmative weighted vote of the Chapters present and voting at the convention.

Organized 1978

Amended August 24, 1991

Amended and Adopted by State Convention October 3, 1998

Amended and Adopted by State Convention September 27, 2003

Amended and Adopted by State Convention September 25, 2004

Amended and Adopted by State Convention September 9, 2006

Amended and Adopted by State Convention July 26, 2008

Amended and Adopted by State Convention September 25, 2010

Amended and Adopted by State Convention August 20, 2011

Amended and Adopted by State Convention May 2, 2015