

# NORTH CAROLINA SENIOR DEMOCRATS CONSTITUTION

ADOPTED BY NCSD CONVENTION – MAY 6, 2017

## 1 NAME

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

## 2 AFFILIATION

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

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

## 3 PURPOSE

The purpose of this organization is to:

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

## 4 INCLUSIVENESS

4.1 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.

4.2 NCSD shall not endorse or support the candidacy of any person for a public office while it 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.

## **5 MEMBERSHIP**

### **5.1 Eligibility**

Any person who is legally registered to vote as a Democrat in North Carolina and who has reached the age of 50 years shall be eligible for active membership and may become a member by joining a Chapter or NCSD.

- 1 Active members are eligible to vote and hold office.
- 2 Associate members are below the age of fifty. They are not eligible to vote or hold office.

### **5.2 Membership Year**

The membership year shall be January 1 through December 31.

## **6. CHAPTERS**

### **6.1 Recognized Chapters**

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

### **6.2 Chapters in Good Standing (Functioning)**

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:

- 1 have no fewer than five active members;
- 2 elect officers at least biennially and provide their names, addresses, e-mail addresses, and telephone numbers to the NCSD Secretary within two weeks after their installation;
- 3 instruct the Chapter Secretary or Treasurer to report current Chapter membership to the NCSD Secretary quarterly (January 1, April 1, July 1, and October 1) in the specified Excel format (see 4 below), and send updates to current Chapter membership information to the NCSD Secretary as changes occur;
- 4 assign Chapter membership roster responsibility to the Chapter Secretary, who shall work with the Chapter Treasurer to maintain an accurate roster of members in an Excel spreadsheet with the following informational format: Title, first name, middle initial, last name, preferred name, street address/apartment, city, state, zip code, telephone, and email. A special notation must indicate if the mailing address is other than the residence. A final column shall show if the individual has paid any dues or contribution and date of such payment. A sample template will be displayed on the NCSD website, or obtained from the NCSD Secretary;

- 5 collect dues or contributions sufficient to cover expenses necessary to maintain an active chapter and submit contributions to the NCSD as set by the NCSD Executive Committee under Section 15.2 (Contributions to NCSD) sufficient to cover the operating expenses of the NCSD;.
- 6 have the Treasurer's books audited at least every two (2) years;
- 7 ensure that the Chapter Treasurer successfully completes the required NC State Board of Elections (NCSBOE) training within 90 days of taking office;
- 8 have the Treasurer prepare and submit all reports required by the NC State Board of Elections in compliance with the legal requirements in the NCSBOE Campaign Finance Manual. The Chapter President shall ensure that the Chapter minutes record that the Treasurer has completed required training and that proper reports are filed and recorded in the Chapter minutes;
- 9 have a constitution approved by the NCSD. Amendments to a chapter constitution require approval of the NCSD. If NCSD does not respond within 30 days of submission, NCSD approval will be assumed.

## **7 NCSD OFFICERS AND ELECTIONS**

### **7.1 Elected Officers**

The elected officers shall be

- 1 President
- 2 Membership Vice-President (First Vice-President)
- 3 Advocacy Vice-President (Second Vice-President)
- 4 Communications Vice-President (Third Vice-President)
- 5 Secretary
- 6 Treasurer

### **7.2 Elections and Term of Office**

- 1 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 by voice vote or unanimous consent.
- 2 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.
- 3 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.
- 4 Officers shall assume their duties July 1 following their election at the NCSD Convention.

### **7.3 Vacancies in Office**

Vacancies in office shall be filled by the NCS D Executive Committee.

### **7.4 Removal from Office**

Officers may be removed from office by a two-thirds majority vote of the NCS D Executive Committee for:

- Self-dealing and self-promotion using the office held;
- Actions bringing obvious disrepute to NCS D;
- Failure to perform duties of their office for a period of two or more months;
- Incapacity due to health conditions.

## **8 DUTIES OF OFFICERS**

In general:

- Vice-Presidents are denoted more for their functions than for the sequence (first, second, third);
- Vice-Presidents shall preside (in order) at meetings when the President is absent or as asked them preside;
- Officers should recruit volunteers and oversee their activities within the scope of the functions and committees for which they are responsible;
- Meetings (except the annual state convention) may be physical or virtual, meaning at a specific place and time or at a web site or virtual application enabling participants to review materials jointly and comment upon or modify them in real time through the use of various Internet capabilities and exchange comments and opinions. The Communications Committee should take the lead in developing virtual meeting capability.
- Outgoing officers should transmit all records to successor officers before the first NCS D Executive Committee meeting held after July 1.

### **8.1 President**

The President shall:

- 1 preside at all meetings of the NCS D, including the annual convention and all Executive Committee meetings;
- 2 appoint, in consultation with the Executive Committee, all committee chairs except the Nominating, Membership, Advocacy, and Communications committees;

- 3 appoint a Parliamentarian if needed;
- 4 appoint a Corresponding Secretary if needed;
- 5 call special meetings of any committee;
- 6 be an *ex-officio* member of all committees, except the Nominating Committee;
- 7 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;
- 8 have general supervision of all affairs of the organization and cooperate fully with the NCDP Executive Committee;
- 9 represent the NCS D on the NCDP Executive Committee, the NCDP Executive Council, and all other state level committees authorized by the NCDP Plan of Organization;
- 10 maintain appropriate records;
- 11 submit the names of the NCS D Chapter Presidents and District Representatives to the NCDP Chairman;
- 12 submit annually a copy of the NCS D Constitution to the NCDP Executive Committee for reaffirmation;
- 13 appoint three members to serve on the NCS D Budget Committee;
- 14 make other appointments as appropriate or necessary in consultation with the NCS D Executive Committee.

## **8.2 Membership Vice-President (First V-P)**

The Membership Vice-President shall:

- 1 serve as an aide to the President;
- 2 serve as chair of the Membership Committee;
- 3 work closely with the Treasurer and Secretary to keep the membership database current;
- 4 serve as chair of the NCS D Convention Credentials Committee and submit the report to the convention;

## **8.3 Advocacy Vice-President (Second V-P)**

The Advocacy Vice-President shall:

- 1 assist the President and Membership Vice-President in all duties on request;
- 2 serve as chair of the Advocacy Committee
- 3 interact with all recognized NCDP auxiliary organizations, keeping them informed of the activities of NCS D;

#### **8.4 Communications Vice-President (Third V-P)**

The Communications Vice-President shall:

- 1 serve as chair of the Communications Committee;
- 2 assist the President and other Vice-Presidents on request
- 3 serve as coordinator of the Congressional District Representatives and submit their reports to the Executive Committee;

#### **8.5 Secretary**

The Secretary shall:

- 1 record all minutes of meetings of the NCSD and the NCSD Executive Committee and keep on file all reports of the officers and committee chairs;
- 2 serve as custodian of all official documents;
- 3 send all notices of meetings and necessary notifications or mailings;
- 4 verify quorums in consultation with the NCSD Treasurer at State Membership Meetings/Conventions;
- 5 seek and appoint an assistant to collect minutes of meetings, events, newspaper items, pictures, or anything that will preserve the history of the NCSD, including:
  - a prepare a scrapbook with memorabilia;
  - b seek a proper place for preserving the history of the NCSD;
  - c maintain all records of historical value.

#### **8.6 Treasurer**

The Treasurer shall:

- 1 serve as chair of the Budget Committee;
- 2 be responsible for all receipts and disbursements of funds, maintain checking accounts, and reconcile bank statements according to law;
- 3 make a full financial report at every meeting of the Executive Committee, at each regular meeting of the general membership, and such interim reports as the President may direct;
- 4 file appropriate and timely reports as required by the North Carolina Board of Elections;
- 5 successfully complete the required training provided by the North Carolina State Board of Elections within 90 days of taking office;

- 6 assist in preparing the annual budget for presentation to the Executive Committee;
- 7 produce the books for inspection on demand;
- 8 assign votes to Chapters as specified at State Membership Meetings;
- 9 verify voting eligibility at meetings in consultation with the NCSD Secretary.

## **9 CONGRESSIONAL DISTRICT REPRESENTATIVES**

### **9.1 Election**

NCSD Congressional District Representatives shall be elected by qualified electors of each congressional district at the NCSD Convention in odd-numbered years to serve for a term of two (2) years. Vacancies shall be filled by the NCSD Executive Committee.

### **9.2 Duties**

NCSD Congressional District Representatives shall:

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

## **10 STATE MEMBERSHIP MEETINGS**

### **10.1 State Convention**

- 1 NCSD shall hold a state convention annually of its membership during the second calendar quarter of the year. 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.
- 2 Valid and accurate credentials shall be verified as a part of the registration process.
- 3 Each functioning Chapter shall be entitled to one vote at the state convention for every active member. This establishes the votes allotted to each Chapter. Associate members shall not be counted. All votes, with the exception of amendments to the Constitution (Amendments) shall be by a majority of the votes of the Chapters represented by a member present and voting.
- 4 A Chapter must share in the operational cost of the NCSD as specified in Contributions to be eligible to cast vote(s) at the convention.
- 5 A call to convention shall be transmitted to the total membership at least forty-five (45) days prior to the state convention date, including posting on the NCSD website.
- 6 The quorum for the State Convention shall be the members present.

## **10.2 Special Membership Meetings**

Special meetings may be called by

- 1 the President,
- 2 a majority of the Executive Committee,
- 3 or upon written request of fifty (50) members of the NCSD.

## **11 EXECUTIVE COMMITTEE**

### **11.1 Composition**

The Executive Committee shall be composed of:

- 1 elected NCSD officers;
- 2 presidents or designated representatives from the several functioning Chapters;
- 3 congressional district representatives;
- 4 chairs of all standing and special committees;
- 5 NCSD Immediate Past President for a term not exceeding two years following the election of a new President.

### **11.2 Duties**

The Executive Committee shall:

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

### **11.3 Meetings**

- 1 The Executive Committee shall meet at least four times a year, in person or by virtual media.
- 2 A quorum for the Executive Committee shall consist of 4 elected officers and 30 percent plus one (1) of the member chapters.
- 3 No member will be entitled to cast more than one vote.
- 4 Special meetings shall be called by the President or on request of four (4) members of the Executive Committee.

## **12 COMMITTEES**

### **12.1 Standing Committees**

The Standing Committees shall be:

- 1 Constitution and Policies
- 2 Budget
- 3 Audit
- 4 Nominating
- 5 Membership
- 6 Advocacy
- 7 Communications

### **12.2 Special Committees**

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

## **13 DUTIES OF COMMITTEES**

### **13.1 Constitution and Policies Committee**

The Constitution Committee shall:

- 1 review the Constitution biennially;
- 2 review all proposed amendments to the NCSD Constitution and make recommendations to the annual convention or Executive Committee with respect to their adoption;
- 3 work with the NCSD Executive Committee to compile and annually update an NCSD Policy and Procedures Manual.

The Chair of the Constitution and Policies Committee shall:

- 1 present to the Committee, in writing or electronically, all proposed amendments;
- 2 upon favorable action of the committee on any amendment, present the amendment in written form to the President in time for it to be posted on the website and transmitted with the call to convention;

- 3 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 Section 17 (Amendments), to have the proposed amendment sent with the call to convention;

### **13.2 Budget Committee**

The Budget Committee shall;

- 1 be chaired by the Treasurer
- 2 prepare the proposed budget for presentation to the Executive Committee and adoption at the State Convention
- 3 receive requests for funds or appropriations not included in the budget and present recommendations to the Executive Committee for action.

### **13.3 Audit Committee**

The Audit Committee shall audit the Treasurer's accounts biennially on a schedule consistent with reports required by the State Board of Elections and present a report to the Executive Committee.

### **13.4 Nominating Committee**

The Nominating Committee shall:

- 1 elect a Chair from among its members at the annual convention in even-numbered years;
- 2 present a slate of nominees for office in odd-numbered years;
- 3 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 in contested races.

### **13.5 Membership Committee**

The Membership Committee shall:

- 1 be chaired by the Membership Vice-President (First);
- 2 be comprised of the First Vice-Presidents of the Chapters;
- 3 communicate timely and accurate lists for all members, comprised of name, address, phone number and email at a minimum;
- 4 increase membership, with a goal of forming Chapters in all one hundred (100) North Carolina counties.

### **13.6 Advocacy Committee**

The Advocacy Committee shall:

- 1 be chaired by the Advocacy Vice President (Second)
- 2 be comprised of a representative from each local chapter;
- 3 keep the membership informed on local, state, and national legislation to enable the membership to make informed decisions;
- 4 present legislative proposals the annual convention and/or Executive Committee meetings for appropriate action;
- 5 be responsible for working cooperatively with all auxiliary organizations chartered by the NCDP.

### **13.7 Communications Committee**

In general: communications may be published or distributed in various media (printed, audio-visual, and/or via Internet or social media) at the discretion of the Communications Vice President and President.

The Communications Committee shall:

- 1 be composed of five or more members;
- 2 provide the tools and training for all other officers and members as needed to communicate effectively both inter- and intra-organizationally;
- 3 develop framing and messaging prompting seniors to advocate for and act on behalf of NCSD and NCDP issues;
- 4 prepare news releases and other information concerning the NCSD for the media;
- 5 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;
- 6 report recommendations for improvements, services, tools and other pertinent items to the Executive Committee annually.

### **14 GRIEVANCE PROCEDURE**

NCSD shall provide for the internal resolution of disputes. Any aggrieved NCSD member may contact the President or Chair of the Constitution and Policies Committee. If this does not lead to resolution, the grievance may be presented to the Executive Committee in writing or in person accompanied by a proposed resolution of the grievance.

### **15 REPORTS AND TRANSFER OF MATERIALS**

All officers and committee chairs shall prepare written reports for distribution to Executive Committee

- 1 for each regular meeting;
- 2 an annual report to be filed with the Secretary.
- 3 Local chapter presidents shall submit a written report by 10 January for the preceding calendar year to the Executive Committee to be filed with the 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 Secretary as per policy.

## **16 CONTRIBUTIONS**

### **16.1 Contributions to Chapters**

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

### **16.2 Contributions to NCSD**

To be a functioning Chapter (in good standing), each Chapter will send a contribution for each active member to the NCSD Treasurer by January 31 annually. The amount per active member will be set by the NCSD Executive Committee by October of each year.

### **16.3 At Large Members**

A Senior Democrat residing in a county without a Chapter may become a member by contributing an amount to the NCSD as set by the NCSD Executive Committee.

### **16.4 Associate Members**

Contributions from associate members are optional.

### **16.5 Other Contributions**

All voluntary contributions are accepted.

## **17 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.

## **18 AMENDMENTS**

### **18.1 Creation and Presentation**

A proposed amendment to the Constitution shall be presented in writing to the Constitution and Policy Committee at least (60) days prior to the annual convention or a special meeting called for that purpose. A statement explaining the proposed change(s) shall accompany the amendment.

### **18.2 Processing and Adoption**

- a. A copy to all of proposed amendments that receive favorable action by the Constitution and Policy Committee shall be sent to all chapter presidents in conjunction with the call to convention. The chapter presidents shall ensure that their members are copied on a timely basis. In addition, proposed amendments shall be posted on the NCSO website in a timely manner.
- b. Any amendment that does not receive favorable action by the Constitution and Policy Committee shall be transmitted with the call to convention and posted on the NCSO website, provided it shall be presented to the President, Secretary, and Constitution and Policy Committee Chair 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 transmittal must be advanced by its proponents. Only proposed amendments transmitted with the call to convention may be considered by the membership for adoption.
- c. The transmittal and posting shall indicate whether proposed amendments have received favorable or unfavorable action by the Constitution and Policy Committee.
- d. Amendments to the Constitution must be approved by two-thirds (2/3) affirmative vote of the Chapters (weighted by active membership) present and voting at the convention.
- e. The NCSO Executive Committee may approve amendments on an interim basis by a 2/3 affirmative vote of the Chapters present and voting after transmittal to the Chapter Presidents and posting on the NCSO website a minimum of 30 days prior to the vote. Such proposed amendments must also be posted on the agenda for the Executive Committee meeting at least 10 days prior to the meeting.

**Organized 1978**

**Amended 1991 to 2011**

**Amended and Adopted by State Convention May 2, 2015**

**Adopted by State Convention May 6, 2017**

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