**BYLAWS**

**OF THE**

**YOUNG DEMOCRATS**

**OF MARYLAND**

1. **Name, Affiliations and Purposes:** The name of this organization shall be the Young Democrats of Maryland, hereafter referred to as YDM.
	1. It shall maintain an affiliation with Young Democrats of America (YDA).
	2. It shall be the official youth representative of the Maryland Democratic Party.
	3. It shall:
		1. Stimulate in young people an active interest in governmental affairs
		2. Develop members’ leadership skills
		3. Contribute to the growth and leadership of the Democratic Party
		4. Promote youth involvement in the Democratic Party throughout the State of Maryland
		5. Facilitate the growth of local chapters of the organization.
2. **Membership:**
	1. **Membership Requirements:** Any registered Democrat who resides, works in, or attends school in the State of Maryland and who has not reached their thirty-sixth (36th) birthday is eligible for full membership in YDM. YDM and its local chapters may offer associate or honorary membership to those who fall outside of full membership requirements, but such members may not vote at a statewide level.
	2. **Local Chapters:** Local chapters shall be defined as a county chapter, regional chapter, or an educational chapter. Local chapter members should live, work, or attend school within the geographic area defined by the local chapter bylaws. County and Regional chapters shall act as the parent chapter for high school chapters within their defined geographic area. Local chapters have the right to set dues for their members. Local chapters may create their own message and platform but should attempt to use the coordinated message from the YDM
		1. **A county chapter** shall consist of the area covered by a county or city.
		2. **An educational chapter** shall consist of a Young Democrats group at a Community College, or Professional school. There shall only be one YDM chartered group per campus. If two on-campus groups both want to be chartered under YDM, the YDM Executive Board shall evaluate and decide which group shall have the first right to charter under YDM.
		3. **A** **regional chapter** shall consist of members from more than one but no more than three counties. This chapter shall be dissolved at the request of members from either county in writing to the YDM Executive Board.
		4. **Local Chapter Endorsements:** A county or regional chapter may endorse a candidate for office solely in their county if the following steps are met:
	3. A county or regional chapter must submit an endorsement process to the YDM Executive Board for approval before issuing any endorsement of candidates. For regional chapters this process should include information as to ensure that representation for any county in the regional group is adequate and the endorsing body is not made up of members entirely from one part of the region. The Executive Board reserves the right to veto an endorsement process.
	4. Educational chapters may not issue endorsements.
	5. Chapters may only issue endorsements of candidates for office solely inside their jurisdiction. These endorsements shall not include candidates for the General Assembly or Congress that include more than one county, unless it is a regional chapter and all counties in the district are in the region, these endorsements also shall not include candidates for statewide or national office.
	6. **Local Chapter Recognition:** In order for a local chapter to be a recognized body in YDM, it must:
		1. Submit a copy of its Bylaws;
		2. Submit a list of all members including name, address, date of birth, phone number and e-mail address that is updated every year;
		3. Hold at least six meetings annually in different months;
		4. Present re-chartering documentation to the Executive Board no later than thirty (30) days before the annual convention.

The Vice President of Membership shall present the above information at a meeting of the Executive Board during or previous to, but not before the date defined above, at which a majority shall vote to ratify that charter.

D. **At-Large Members:** If a person is unable to join a local chapter and are unable or unwilling to create a new chapter, they may be considered as an at-large member of YDM. Effort should be expended by the Executive Board to ensure that anybody interested in joining or starting a local chapter is able to do so.

1. **Voting**: Each member of local chapters and at large members in good standing shall have one vote at YDM Annual Meetings. There shall be no proxy voting.
2. **Termination of membership:** A Member of YDM may terminate their membership if the Member sends written notice to the President of their local chapter, or the President of YDM.
3. **Release of Membership List:** The membership list of YDM may not be divulged without a 3/4 vote of the Executive Board.
4. **Membership Entitlements:** Membership shall entitle Members to participate in YDM’s programs and to participate and vote in the election of Voting Members of the Executive Board of YDM. Members of YDM shall also retain the right to inspect any record of YDM under policies established by the Executive Board.
5. **Caucuses:** Members may create caucuses that represent an area of diversity within YDM. Members wishing to establish a caucus within YDM shall:

1) Notify the President in writing of said intention as well as the demographic the caucus would seek to serve.

 2) Include a petition of no less than twenty (20) active members. The petition shall not include signatures of more than 30% of members, OR a written exemption is granted to waive this requirement, approved by a majority vote of the Executive Board, from any particular chapter.

Caucuses requested more than thirty (30) days before a statewide convention must be approved in the interim by a two-thirds (2/3) majority vote of the Executive Board. The President shall, on the advice of the petitioning group, name an Interim Chair to serve in the post until the next statewide convention from amongst the petitioning group. Any Interim Charter shall be considered valid until the next annual meeting of YDM. Caucuses requested less than thirty (30) days before a statewide convention shall be decided by a majority vote at that meeting. All caucuses established by YDM shall abide by the following restrictions:

1) No caucus shall publicly endorse any piece of legislation without first consulting the YDM Executive Board.

2) Established caucuses shall submit re-chartering documentation under a policy developed by the Executive Board no later than thirty (30) days before the annual meeting of YDM to the Rules and Bylaws Committee.

3) The YDM Executive Board, subject to the method further outlined in these bylaws, shall reserve the right to remove any said caucus chair using the process as explained in Article IV Section G of this document.

4) No caucus shall be considered duly chartered until the YDM Convention approves their charter.

4) The chairs of duly chartered caucuses of YDM shall be voting members of the YDM Executive Board.

1. **Council of Chapter Presidents:** There shall be a council made up of the president of each chartered chapter of the Young Democrats of Maryland. The council shall meet no less than two times a year, one of them being the annual meeting of YDM. This council shall be chaired by a chair elected by the members of this council at the annual meeting of the council conducted during the statewide convention of the Young Democrats of Maryland. The chair shall serve a term of one year and be a member of the YDM Executive Board. The chair shall be subject to removal by a vote of the Executive Board as outlined in Section G of Article IV of these bylaws. In the event of a vacancy in the chair, the President shall temporarily name an acting chair from within the council until such time as the council shall meet to elect a replacement.
2. **Executive Board and Officers:**
	1. **Executive Board:** There shall be an Executive Board, composed of the elected officers of the YDM and the chairs of any established caucus. The duties of the elected officers of YDM are defined below:
		1. The President shall preside at and conduct all meetings of the Members, the Executive Board and any general body meeting of YDM. The President shall lead all delegations of YDM members to regional and national meetings, and shall reserve the right to designate an alternate in their role if they are unable to attend. The President may sign all contracts and agreements in the name of the Organization after the Executive Board has approved them, serve as the representative of the Organization in meetings, be the primary contact between YDM and other Statewide organizations including but not limited to the Maryland Democratic Party and discussions with other organizations and agencies, and otherwise perform all of the duties that are ordinarily the function of the office, including as the chief spokesperson on behalf of the Young Democrats of Maryland. While President of a local chapter a member may not be the President of YDM.
		2. The Executive Vice President shall perform the duties of the President if the President is unable to do so or is absent, and perform such other tasks as may be assigned by the Executive Board; shall be an ex-officio member of all committees and shall be the Chairperson of the Rules and Bylaws Committee. In the event that the office of the President becomes vacant, this Vice President shall automatically become President.
		3. The Secretary shall keep accurate records and minutes of all the meetings of the Organization; make available copies of the minutes to the previous meeting and distribute them in advance of each meeting; cause to be delivered all notices of meetings to those persons entitled to vote at such meeting; shall maintain the YDM email list; be responsible for sending all emails to the members; be responsible for updating the YDM website; and shall maintain a current listing, with phone numbers, addresses and email addresses, of all YDM officers, local chapter presidents and members.
		4. The Treasurer shall oversee: the deposit of YDM funds into the proper accounts of the organization; the recording of all receipts and disbursements from such accounts; the preparation of the books and records of the finances of the organization; the preparation of financial reports for the Board meeting; and the preparation and filing of all end-of-year financial reports and federal and state tax reports. The Treasurer shall serve as Chair of the Fundraising committee, and shall work with the Vice President of Programming to coordinate all YDM fundraising efforts and to create a fundraising plan, to be approved by the Executive Board.
		5. The Vice President of Programming shall plan and coordinate programs of an educational, civic or social nature for YDM members; shall serve as chair of the programming committee; shall sit as Vice-Chair of the Fundraising Committee; shall work with the Treasurer to coordinate all YDM fundraising efforts and create a fundraising plan to be approved by the Executive Board; and shall create a program calendar, to be approved by the Executive Board. In the event of a vacancy in both the offices of President and Executive Vice President, the Vice President of Programming shall serve as acting president until a successor is elected pursuant to these bylaws in Section C of this article.
		6. The Vice President of Membership shall be responsible for the recruitment and retention of new chapters for YDM as well as coordinating membership development for the organization. The Vice President of Membership is responsible for keeping up to date the official membership rolls and provide them to the Secretary as needed for their duties. The Vice President of Membership shall chair any Executive Board meeting in the absence of the President, Executive Vice President and Vice President of Programs. In the event that the President, the Executive Vice President, and the Vice President of Programs are unable to fulfill the duties of the office of President, the Vice President of Membership shall serve as Acting President until a successor is elected pursuant to these bylaws in Section C of this article.
		7. The Vice President of Political Affairs shall work with specific constituency groups to organize their involvement with YDM, coordinate and advocate for political objectives of the Young Democrats of Maryland before the General Assembly and other political bodies. The Vice President of Political Affairs shall develop an outreach plan, in coordination with the President, for particular communities and groups by building relationships with existing organizations that represent these communities. The Vice President of Membership shall chair any Executive Board meeting in the absence of the President, Executive Vice President, Vice President Programs and Vice President of Membership. In the event the President, Executive Vice – President, Vice President of Programs, Vice President of Membership are unable to fulfill their duties or those of the office of President, the Vice President of Political Affairs shall serve as Acting President until such time as a successor is elected pursuant to these bylaws in Section C.
		8. The Young Democrats of Maryland shall have three representatives on the National Committee of the Young Democrats of America. One being the President, the Executive Vice President and a Committee Member of the opposite sex of the Executive Vice President elected by the YDM membership. These three shall represent YDM at all YDA meetings; represent YDM at any other meeting which he/she is assigned to by the Executive Board; shall report on his/her activities to the Executive Board; and the Committee Member shall serve as a member of the Chapter Building Committee and work with the Vice President of Membership to develop new local chapters around the State. In the event the Executive Vice President and/or Committee Member not be able to attend a meeting of the National Committee, he/she shall notify the President, in writing, no later than 48 hours before said meeting and arrange to have their proxy filed in accordance with YDA rules.
		9. There shall be a State Committee, made up of the Executive Board, Caucus Chairs, any and all appointed administrative officers, and the presidents of all chartered chapters. The State Committee shall meet Annually at least once between the meetings of the State Convention. The State Committee shall be chaired by the President and in his absence the Executive Vice President.
		10. No person may hold more than one elected office as outlined in this Article.
	2. **Appointed Officers:** There shall be appointed officers who shall sit on the Executive Board but are not entitled to a vote and shall be henceforth referred to as non-voting officers.
	3. **Election/Vacancies:** The Elected Officers shall consist of President, Executive Vice President, Secretary, Treasurer, Vice President of Programming, and Vice President of Membership. These officers shall be elected bi-annually by the members at the YDM convention. These elections shall be held during odd numbered years. Election of officers shall be governed by the following:
		1. The Executive Board shall establish an Ad-hoc Committee on Elections (“Elections Committee”) to oversee all elections activity, including declaration and certification of candidates; verification of voting members, adjudication of discrepancies and the dissemination, collection and tallying of ballots. The Committee shall be established no later than the third Saturday of December of the year immediately preceding the election.
		2. The Elections Committee shall be comprised of no less than three and no more than five YDM Members in good standing. The YDM Vice President of Membership and Secretary shall serve on the Committee.
		3. Candidates for the YDM Executive Board must submit to the Elections Committee a Declaration of Candidacy, including name, date of birth and local chapter affiliation. Candidates must also submit an Official Candidate Statement. All documents must be submitted to the Elections Committee 10 business days prior to the election. Failure to submit Declaration of Candidacy and Official Candidate Statement will result in exclusion from the ballot.
		4. The Elections Committee shall confer with the Secretary and/or Vice President of Membership of the stated local chapter from which a candidate is a member to certify candidacy.
		5. The Elections Committee shall hear and adjudicate all appeals.
		6. When any vacancy occurs on the Executive Board the members of the Executive Board shall be notified in writing ten (10) days in advance of the next meeting of the vacancy and that a proposed member to fill the vacancy will be presented at that meeting by the President. If the office of President is vacated the Executive Vice President shall fill the vacancy. The President shall appoint persons to fill any other vacant office for the duration of the term by and with a majority vote of the Executive Board. If the vacancy occurs with more than one year left on the term, the appointment by the President shall be on an interim basis until a special election can be held at the next convention. Should both the President and Executive Vice President positions become vacant, the Executive Board together with the State Committee shall appoint a President by a two-thirds vote at a special meeting to be called no later than thirty (30) days from that vacancy being declared. In the meantime the Vice President of Programs shall serve as Acting President until such successor is elected. In the event the office of the Vice President of Programs is also vacant, the Vice President of Membership shall serve as Acting President. If this vacancy occurs with more than a year left in the office, this person shall only serve until such special election as previously stated occurs.
	4. **Deposit of Funds:** All funds must be deposited in an account named “Young Democrats of Maryland” within 10 business days of receipt. Any disbursement of Two thousand five hundred dollars ($2,500) or more may not occur without a majority vote approval of the Executive Board.
	5. **Qualifications:** Candidates for state-wide office shall not age out from the Young Democrats of Maryland by the time their term in office ends.
	6. **Term:** Officers shall serve a term of two (2) years or until their successors are elected, or until they are removed for cause.
	7. **Removal:** Any officer may be removed, with cause, by a two-thirds vote of the Executive Board present at any meeting. Cause shall be defined as malfeasance.
		1. **Resignation:** An officer may resign only by submitting a written resignation to the President, unless the President is the resigning officer, in which case written resignation may be submitted to the Secretary. Any member of the Executive Board who has missed two consecutive meetings of the Board without an excuse shall be presumed to have resigned, and shall be notified in writing of this provision by the President, or by the Executive Vice President if the President is the resigning officer. In the event the President, National Committeeman or National Committeewoman relocate out of the state of Maryland for more than six consecutive months, in which case they no longer work nor live in Maryland, they also shall be presumed to have resigned their position as well and the vacancy shall be filled pursuant to Section C of this Article.
	8. **Other Restrictions:**
		1. Neither the YDM Executive Board, nor a member of the board, may endorse in contested local chapter or state caucus election, unless they, themselves are members of that local chapter.
		2. No member of the board may cast more than one vote by virtue of holding multiple offices on the board.
3. **Meetings:**
	1. **Annual Meetings:** The Annual Meeting of the Organization shall be held in the month of January or February of each year. Notice of the meeting shall be sent at least one (1) month in advance of the Annual Meeting to each local chapter President and to all members of YDM. Each local chapter must have submitted their Bylaws before the Annual Meeting to enable its members the right to vote at the Annual Meeting. Each local chapter shall be allowed one vote for each attending member at the Annual Meeting.
	2. **Regular Board Meetings:** Regular meetings of the Executive Board shall be held at least every other month and may be scheduled more often by the President. Notice of regular Executive Board meetings, shall be given at least ten (10) days before the day of the meeting
	3. **Special Meetings:** Special Meetings of the Executive Board may be held at any time and at any place in the State of Maryland, when called by the President or by at least four Executive Board Members. Business transacted at special meetings shall be confined to the purposes of the meeting stated in the notice of the meeting. Notice of special meetings may be given verbally, via electronic mail or in writing at least 72 hours prior to the meeting time.
	4. **Quorum:** At any meeting, a quorum shall consist of fifty-one percent (51%) of the Executive Board members who are eligible to vote, present in person. The chair of caucuses shall not be counted, for or against, when determining quorum. A majority vote shall consist of 51 percent (51%) of those present and entitled to vote at the meeting, except as otherwise provided in these Bylaws.
4. **Committees:** The Executive Board may create such committees with such powers as it deems it wise to have. The President shall appoint persons to chair and members to fill seats on the committee with the advice and consent of the Executive Board. The following committees shall be considered Standing Committees:
	1. **Rules and Bylaws Committee:** The Rules and Bylaws Committee shall be chaired by the Executive Vice President and shall consist of at least three (3) members. The Rules and Bylaws Committee shall be responsible for reviewing the Bylaws at least once per year and recommending any necessary changes to the Executive Board. All amendments to the Bylaws must be reviewed before the Rules and Bylaws committee before going before the Executive Board. In the event an issue arises where the meaning of these bylaws or of YDM is in question, this committee shall meet to settle the dispute.
	2. **Fundraising Committee:** The Fundraising Committee shall be chaired by the Treasurer, Vice-Chaired by the Vice President of Programming, and shall consist of at least three (3) members. The Fundraising Committee shall propose a fundraising plan to the Executive Board and coordinate at least one (1) fundraising event per year.
	3. **Programming Committee:** The Programming Committee shall be chaired by the Vice President of Programming and shall include the Chair of the Council of Chapter Presidents as well as at least three (3) other members. The Programming Committee shall propose a programming calendar of events to the Executive Board and coordinate at least three (3) programming event a year. A programming event shall be defined as an event that occurs for the membership of YDM whether it is social, educational, or otherwise defined. The committee shall make every effort to ensure that every member of YDM has the opportunity to attend all events.
	4. **Chapter Building Committee:** The Chapter Building committee shall be chaired by the Vice President of Membership and consist of the National Committeeman and Woman as well as at least three (3) other members. The Chapter Building Committee shall work to strengthen active local chapters and help to grow new chapters across the State.
	5. **Convention Committee:** The Convention Committee shall be chaired by an appointment of the President and co-chaired by the Vice President of Programs. The Committee shall consist of the Secretary, Treasurer, Executive Vice President, and any other such member as maybe appointed by the President. The Convention Committee shall, in conjunction with the Executive Board, select the host site for the annual convention. The committee shall also plan and organize the annual convention.
	6. **Ad-hoc Committees:** The Executive Board may establish such special committees as they shall determine are necessary for the functioning of the Organization. Each such committee shall be given a specific charge and term. No special committee shall have a term extending beyond one (1) year unless reappointed. The Executive Board shall name the members of special committees.
5. **Appointed Officers and Staff:**
	1. The Executive Board may appoint an Executive Director, with a title appropriate to the functions of the officer. The Executive Director may appoint other staff.
	2. The Executive Board may delegate duties and customary authority to the Executive Director and staff of the Organization. The duties and authority delegated shall be memorialized in written job descriptions.
	3. The Executive Director shall be subject to hire and termination by the Executive Board. Other appointed staff shall be subject to hire and termination by the Executive Director.
	4. The Executive Director shall attend and participate in meetings of the Members and the Executive Board and of committees as staff to the Executive Board and the committees, but shall not be entitled to vote.
6. **Conflicts of Interest:** Any Executive Board member, officer, employee or committee member having an interest in a contract or other transaction or determination presented to the Executive Board or a committee of the organization for recommendation, authorization, approval or ratification shall give prompt, full and frank disclosure of such interest to the Executive Board or committee prior to its acting on such contract or transaction. As a Democratic Party organization, neither YDM nor its local member chapters shall endorse candidates in Democratic Party primary elections unless the candidate is unopposed, or unless the Democratic Party of Maryland has endorsed said candidate or unless the abovementioned criteria have been met. Should any of the aforementioned members be employed by a candidate in a Democratic primary, that employment must be disclosed.

The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can be reasonably be construed to exist. If a conflict is found to exist, such person may not vote on, exert personal influence upon, or participate in discussion of (other than to present factual information or to respond to questions in the discussions or deliberations with respect to such contact, transaction, or determination) the issue. Such a person may not be counted in determining the existence of a quorum during the discussion of the disclosed issue at any meeting where the contract, transaction, or determination is under discussion or is being voted upon.

The minutes of the meeting shall reflect the disclosure made the vote thereon and, where applicable, the abstention from voting and participation.
7. **Fiscal Year:** The fiscal year of the Organization shall be from July 1st to June 30th.
8. **Action without Meeting:**
	1. Any action which may be properly taken by the Executive Board assembled in a meeting may also be taken without a meeting, if consent in writing setting forth the action is given by all of the Board members entitled to vote on the action. Such consent shall have the same force and effect as a vote of the Board members assembled and shall be filed with the minutes.
9. **Amendments:** These Bylaws may be temporarily amended by a two-thirds (2/3) vote of the Executive Board provided the proposed amendment(s) has been submitted to the Executive Board in writing with written notice of the meeting to decide on the proposed amendment(s) at least ten (10) days prior to the meeting date, if and only if it has been reviewed by the Rules and Bylaws Committee. These bylaws shall be permanently amended by a majority vote of the General Body at the next Annual Meeting.
10. **Parliamentary Authority:** The latest edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority of YDM in its entirety, except when it conflicts with these Bylaws.
11. **Non Discrimination:** The organizations, officers, employees and persons served by YDM shall be selected in a non-discriminatory manner with respect to age, sex, race, color, national origin, sexual orientation, sexual identity, gender identity, veteran status, disability, and religious opinion or affiliation.

Adopted by the Young Democrats of Maryland this 1st day of April 2017 in Prince George’s County.