



## THE BYLAWS OF THE YOUNG DEMOCRATS OF ARKANSAS

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### BYLAWS ARTICLE I ELECTED OFFICERS

#### SECTION 1 – The President shall:

- a. Act as the chief executive of the Young Democrats of Arkansas (YDAR), act as the official spokesperson of the organization, and preside over official statewide meetings, except for the general assembly of the State Convention. The general assembly of the State Convention shall be presided over by the Convention Committee chairperson;
- b. Coordinate the involvement of YDAR in the campaigns of Democratic Party nominees for state and federal political offices;
- c. Coordinate YDAR legislative and governmental efforts to support the administrations of Democratic officials and to promote the political agenda of YDAR and Democratic Party of Arkansas;
- d. Work to build YDAR into an efficient and influential campaign organization;
- e. Make reasonable efforts to attend all meetings of the Young Democrats of America National Committee and regional and national functions of the Young Democrats of America, where he will represent YDAR at his own expense unless appropriation is made by the Executive Committee prior to the event;
- f. Represent YDAR on the State Committee and the Executive Committee of the Democratic Party of Arkansas and in any other capacity allowed by the Rules of the Democratic Party of Arkansas;
- g. With the written approval of the Secretary-Treasurer or the Executive Director, expend funds appropriated by the Executive Committee on behalf of the YDAR; and
- h. Appoint, with the approval of the State Committee of YDAR, such officers that are allowed by the Bylaws and such officers that are deemed necessary by the President to fulfill the purpose of the Constitution of YDAR or these Bylaws.

#### SECTION 2 – The Vice President shall:

- a. In the event that the office of the President is vacant, act as President until the office is filled by the State Committee;
- b. Direct projects and events as assigned by the President and/or State Committee.

SECTION 3 – The Secretary-Treasurer shall:

- a. Make preparations for statewide YDAR meetings, including notifying the membership of statewide meetings or other activities when such notice is required and take and distribute meeting minutes;
- b. Receive and disburse YDAR money in compliance with the annual budget of YDAR;
- c. With written approval of the President or Executive Director, expend funds appropriated by the Executive Committee on behalf of the YDAR;
- d. Maintain complete records of all expenditures and receipts and present a financial accounting at all Executive and State Committee meetings and publish an accounting in each edition of the official publication of the YDAR;
- e. Keep the official membership rolls of YDAR; and
- f. Make all records available to any elected or appointed State or Local chapter officer within twenty-one (21) days following the request.

SECTION 4 – The National Committeewoman and Committeeman shall:

- a. Attend all meetings of the Young Democrats of America Nation Committee and represent YDAR at all regional and national functions of the Young Democrats of America at their own expense, unless an appropriation is made by the State Committee prior to the event; and
- b. Serve as the link between the national and state organization.

**BYLAWS**  
**ARTICLE II**  
**APPOINTED OFFICERS**

SECTION 1 – The Executive Director shall:

- a. Direct the day-to-day duties of YDAR on behalf of the President; and
- b. With written approval of the President or Secretary-Treasurer expend funds appropriated by the Executive Committee on behalf of the YDAR.
- c. In the absence of an Executive Director, the President shall conduct and direct the day-to-day duties of YDAR.
  - i. The appointment of the Executive Director shall be dependent upon the availability and allotment of funds by the Executive Committee in the annual budget of the YDAR to employ the Executive Director as a full-time or part-time employee.

SECTION 2 – The General Counsel shall:

- a. Be an attorney, licensed to practice law in the State of Arkansas and admitted to practice law in one (1) or more of the United States District Courts or must secure admission within thirty (30) days from the appointment by the President;
- b. Give legal opinions to the state officers and advise members of the State Committee and the state officers as to their duties and their responsibilities under the Constitution and Bylaws of YDAR; and
- c. Represent YDAR in any such forum as may be required.

SECTION 3 – The Expansion Director shall:

- a. Work toward the creation of active, healthy YDAR chapters in each county, post-secondary institution, and high school in the state of Arkansas;
- b. Advise the elected and appointed officers of YDAR as to practices to accomplish further growth;
- c. Advise the various local chapter leaders on matters related to chapter growth, retention, and activity; and
- d. Be authorized to establish, at his discretion, a committee, which shall include no less than one (1) member from each congressional district, to implement growth strategies.

SECTION 4 – The Communications Director shall:

- a. Increase statewide awareness of the existence of activities of YDAR through the frequent release of statements to the press and by other means that will publicize the organization; and
- b. Be responsible for the official publication of YDAR.
- c. Serve as the webmaster for the YDAR, or otherwise delegate that responsibility to another individual.

SECTION 5 – The Community Outreach Director shall:

- a. Make contact with people who are under-represented in YDAR for the purpose of encouraging their membership and activity in the organization; and
- b. Coordinate activities to address minority concerns and to encourage minority involvement in YDAR.

SECTION 6 – The Finance Director shall:

- a. Make efforts to raise money to finance the activities of YDAR; and
- b. Turn all receipts over to the Secretary-Treasurer for deposit.

SECTION 7 – Meetings of the State Elected officials shall include all of the above appointed office holders. All of the above appointed office holders shall attend the meetings of the State Committee as voting members, as provided by Art. IV, Sec. 5(a)(viii) of the YDAR Constitution, and the meetings of the Executive Committee in a non-voting, advisory capacity.

**BYLAWS  
ARTICLE III  
CHAPTER ORGANIZATION**

SECTION 1 – Currently chartered county, college, and high school chapters shall re-charter annually no later than seven (7) days before the Friday of State Convention and no earlier than thirty (30) days before the Friday of State Convention.

SECTION 2 – Chapters seeking to be newly chartered shall present the chartering packet to an elected official of YDAR or the Convention Chair, or her representative, no

earlier than thirty (30) days before the Friday of State convention and no later than the close of Convention Registration on the Friday of State Convention or eight (8) p.m. on the same day, whichever is later.

SECTION 3 – a. The chartering process shall consist of:

- i. Completing the “Chapter Chartering Form” which shall be attached to these Bylaws and identified as Attachment 1.
  - ii. A complete membership roster containing the information required of “Members” in the YDAR Constitution, Art. III, Sec. 2, accompanied by the signature of the local chapter President and one other local chapter elected officer.
  - iii. Payment of chapter chartering dues of \$0.50 per member name included in the chapter roster.
  - iv. A full and complete copy of local chapter’s constitution and bylaws.
- b. A minimum of three (3) people shall be required to form a chapter organization.
- c. Local chapter organizations shall be subject to disassociation by a majority vote of the Executive Committee if it fails to meet any of the requirements of this Article or Article III or Article IV of the YDAR Constitution.

**BYLAWS  
ARTICLE IV  
STANDING COMMITTEES**

SECTION 1 – The State Committee shall have standing committees on Rules; Constitution, Bylaws and Adjudication; Credentials; and Platform and Resolutions.

SECTION 2 – The respective standing committees shall determine the rules under which they shall be governed subject to the Constitution and Bylaws of YDAR and the Young Democrats of America.

SECTION 3 – Each of the committees in Section 1 above shall be led by a chairperson selected by the President of YDAR from the membership of the YDAR. The President of YDAR following each State Convention shall as soon as practicable select the Chair for each standing committee. Each chairperson’s term of service shall last through the subsequent State Convention and terminate with the presidential selection of the successive chairperson.

SECTION 4 – The Rules Committee shall consist of one (1) representative of each chartered chapter. The Rules Committee shall be charged with the responsibility of composing for review and approval of the State Convention those rules that will govern the practice and procedure of the State Convention that are not heretofore outlined in the Constitution and Bylaws. Each local chapter’s President shall be charged with appointing said representative by submitting with their chartering packet the “Standing Committee Appointment Form,” attached to these bylaws and labeled “Attachment 2.”

SECTION 5 – The Constitution, Bylaws and Adjudication Committee shall consist of one (1) representative of each chartered chapter, and

- a. Shall be charged with the responsibility to report to the State Convention or the State Committee from time to time reasonable changes to the Constitution and Bylaws of YDAR; and
- b. Shall have original jurisdiction to answer interpretational questions that may arise from the Constitution and Bylaws. The opinions of the Committee are subject to appeal and may only be overturned by a two-thirds (2/3) vote of the State Committee. If the losing party or parties desire to appeal the decision of the Committee, they must file a notice of appeal with the Secretary-Treasurer, the President and the Chair of the committee within thirty (30) days of the date of the opinion of the Committee.
- c. Each local chapter's President shall be charged with appointing said representative by submitting with their chartering packet the "Standing Committee Appointment Form," attached to these bylaws and labeled "Attachment 2."

SECTION 6 – The Platform and Resolutions Committee shall consist of one (1) representative of each chartered chapter.

- a. The Platform and Resolutions Committee shall produce for review and approval of the State Convention or State Committee, a report that will establish the position of YDAR on the different and various issues that the YDAR may want to address.
- b. The Platform and Resolutions Committee shall also from time to time give to the State Committee policy statements for the State Committee's review and approval that the Platform and Resolutions Committee believes necessary and appropriate for public knowledge.
- c. Each local chapter's President shall be charged with appointing said representative by submitting with their chartering packet the "Standing Committee Appointment Form," attached to these bylaws and labeled "Attachment 2."

SECTION 7 – The Credentials Committee shall consist of one (1) representative of each chartered chapter.

- a. The Credentials Committee shall be tasked with assuring that the qualifications of each State Convention registrant meets the requirements of Art. III of the YDAR Constitution of "member" or "member-at-large."
- b. The Credentials Committee shall present to the State Committee for review a list of the registrants to State Convention, the chapter with which each registrant identifies, and demarcation as to whether the President of that local chapter recognizes the registrant as a member.
  - i. Registrants providing all necessary information and who have been included on a chartered chapter roster signed by that chapter's president shall be approved as a "member."

- ii. Registrants not meeting the membership requirements of any other chapter and providing all necessary information shall be approved as “members-at-large.”
- iii. This report shall be submitted prior to the submission of any other committee report or election.
- c. Each local chapter’s President shall be charged with appointing said representative by submitting with their chartering packet the “Standing Committee Appointment Form,” attached to these bylaws and labeled “Attachment 2.”

**BYLAWS  
ARTICLE V  
SELECT COMMITTEES**

SECTION 1 – The Elections Committee shall consist of one (1) representative of each chartered chapter and shall be charged with the responsibility for the fair and accurate conduction and reporting of the results of elections for positions within YDAR.

- i. The Elections Committee shall have the responsibility of designing the ballot used in any election.
- ii. All elections held by the Young Democrats of Arkansas shall be performed in compliance with the requirements set forth by the Constitution and Bylaws of the Young Democrats of America.
- a. Each local chapter’s President shall be charged with appointing said representative by submitting with their chartering packet the “Standing Committee Appointment Form,” attached to these bylaws and labeled “Attachment 2.”
- b. The Chairperson of the Elections Committee shall be appointed by the President of YDAR.
- c. The activity of the Elections Committee shall be overseen by the General Counsel of YDAR and the report of the elections committee must be verified by each elections committee member in attendance.

SECTION 2 – The Expansion Committee may be established at the discretion of the Expansion Director in the form provided in these Bylaws, Art. II, Sec. 3.

**BYLAWS  
ARTICLE VI  
STATE CONVENTION**

SECTION 1 – Site Selection: The location of the YDAR State Convention shall be made known to the general membership of YDAR by all appropriate means, including by not limited to email to the YDAR listserv, the YDAR Facebook group, the YDAR Myspace group, and through Twitter posts. Additionally, the Communications Director shall mail notice of State Convention to all chapters duly chartered at and subsequent to the previous State Convention. The location of the YDAR State Convention shall be

selected by the Elected and Appointed State officers. Local chapters may submit an application to host the State Convention, including information regarding venue, lodging and associated costs. Such an application must be submitted to the Officer Board no later than February 1 of the year in which they wish to host State Convention.

SECTION 2 – Registration: Registration for YDAR State Convention shall be made available online no later than thirty (30) days prior to the Friday of State Convention. Online registration shall make online payment available to registrants. Online registration shall close at midnight on the Friday prior to the Friday of State Convention. On-site registration shall be available at the YDAR State Convention on the Friday of State Convention from a reasonable afternoon hour until eight (8) p.m. or longer if necessary. No registration shall occur on the Saturday of State Convention, however, online registrants shall be permitted to check in on the Saturday of State Convention until ten (10) a.m. on the Saturday of State Convention. Registrants shall provide the following information:

- a. Full name;
- b. Date of birth;
- c. Phone number;
- d. Mailing address;
- e. E-mail address; and
- f. Chapter affiliation, or if registering as a member-at-large:
  - i. The county of residence;
  - ii. The county in which he works; and
  - iii. The county in which he is receiving an education if so enrolled.

SECTION 3 – Statewide Candidate Filings: Each candidate for state shall file with the State Convention Chairperson the form attached to these bylaws and identified as “Attachment 3” together with a fee in the amount of \$100.

SECTION 4 – District Candidate Filings: Each candidate for State Committee, Executive Committee, and DPA State & Judiciary Committee shall file with the State Convention Chairperson, or her representative, the form attached to these bylaws and identified as “Attachment 3”. Each of these candidates must submit a filing fee of \$10.

SECTION 5 – Filing fees from statewide and congressional district candidates shall be set aside specifically for the subsidization of future travels by any statewide officer to attend the meetings of the YDA National Committee.

**BYLAWS  
ARTICLE VII  
ANNUAL CONFERENCE**

SECTION 1 – There shall be an annual conference of YDAR that shall take place at the call of State Committee and shall occur approximately six (6) months after the

adjournment of the previous State Convention of YDAR and six (6) months before the convening of the next State Convention of YDAR.

SECTION 2 – The purpose of the Annual Conference is to re-energize the membership and to provide a forum for networking and idea sharing.

SECTION 3 – Appropriation for the Annual Convention shall be made by the Executive Committee.

SECTION 4 – A State Committee meeting and Standing Committee meetings shall be held in conjunction with the Annual Conference. Notification of the Annual Conference shall serve as sufficient notice of the State Committee meeting.

SECTION 5 – Notification to the membership of YDAR of the call for the Annual Convention shall be accomplished in the same manner as notification of State Convention, no later than thirty (30) days prior to the convening of said Annual Conference.

**BYLAWS**  
**ARTICLE VIII**  
**REMOVAL FROM OFFICE**

SECTION 1 – Elected officers may be removed for misfeasance, malfeasance, or nonfeasance, or other good cause. A vote of two-thirds (2/3) of the State Committee is required. Good cause shall be met by the conviction of a felony or misdemeanor.

SECTION 2 – The removal procedure may be initiated by either of two methods:

- a. Upon the submission to the Chief Justice of the DPA State & Judiciary Committee of a petition signed by ten (10) members of YDAR, no more than five (5) of whom are from the same chapter, the DPA State & Judiciary Committee shall initiate the removal procedure; or
- b. Upon the submission of a written complaint to the Chief Justice of the DPA State & Judiciary Committee, the DPA State & Judiciary Committee shall, by a simple majority vote, decide whether to initiate the removal procedure.

SECTION 3 – Upon the DPA State & Judiciary Committee's determination to call a removal vote, the Chief Justice of the DPA State & Judiciary Committee shall inform the Secretary-Treasurer to give thirty (30) days notice to the officer and the complainant that such a vote has been called. The notice must contain the identity of the party or parties who solicited the action and the grounds for which they claim removal is warranted. No sooner than thirty (30) days after the removal vote is called, a hearing must be held where the complainant and the officer in question will present their claims to the DPA State & Judiciary Committee and where the interested parties must have an opportunity to present arguments to the Committee for and against removal. After such a hearing has been held, the Committee shall take a vote. Each member of the Judiciary Committee shall be present at the hearing and no member may vote by proxy.

SECTION 4 – If three-fourths (3/4) of the Judiciary Committee’s entire membership votes to recommend removal, the Chief Justice shall, in writing and not more than seven (7) days after the vote is taken, inform the State Committee of YDAR of the decision. At their next regular meeting, the State Committee shall vote whether to remove the officer in question.

SECTION 5 – All ex parte communication by or on the behalf of the complainant and the official in question with any member of the State Committee and/or Judiciary Committee shall be absolutely prohibited on the topic of the removal proceeding.

**BYLAWS  
ARTICLE IX**

**SUSPENSION OF ELECTED OFFICERS, APPOINTED OFFICERS, AND OTHER ELECTED OFFICIALS**

SECTION 1 – Anyone who is appointed or elected to an office or position in YDAR is subject to suspension from that office by a simple majority vote of those present and voting at a meeting of the State Committee of YDAR.

SECTION 2 – If an individual is suspended, he cannot exercise any of the powers or privileges during the time in which he is suspended.

SECTION 3 – Upon a vote of suspension, the State Committee shall determine the length of time the suspension shall last.

SECTION 4 – The suspension must be less than the balance of the time that the office holder has left to serve.

SECTION 5 – An officer shall not be suspended unless he has violated the Constitution or Bylaws of YDAR or the governing documents of the DPA and/or the YDA or has not acted in good faith to fulfill the duties of his office. Cause must be presented to the state committee by the complainant. At the close of the complainant’s presentation the officer in question shall be allowed to respond, and the complainant shall be allowed a brief rebuttal.

SECTION 6 – If a suspended officer believes that he should not have been suspended, he may appeal the decision of the State Committee to the Judiciary Committee. Upon written notification by the suspended officer to the Chairperson of the Judiciary Committee, that Chairperson shall call, within thirty (30) days of the notification, a meeting of the Judiciary Committee. At this meeting, a hearing will be conducted where the suspended officer and the President, or someone acting in his stead, shall present evidence to the Judiciary Committee. If the Judiciary Committee decides by a vote of two-thirds (2/3) of its entire membership to reinstate the suspended officer, the suspended officer shall be reinstated.

**BYLAWS  
ARTICLE X  
VACANCIES IN OFFICE**

SECTION 1 – The Executive Committee shall fill all vacancies by appointment with approval of the State Committee.

SECTION 2 – Should a vacancy occur in the office of the President, the Vice-President shall act as the President until such time as a new President is appointed by the Executive Committee.

**BYLAWS  
ARTICLE XI  
REPORTING**

Once each quarter each elected officer shall provide to the Communications Director a summary of his activities. The Communications Director shall summarize the reports in the official publication of YDAR.

**CERTIFICATION OF BYLAWS**

The undersigned hereby certifies that the foregoing is a true and correct copy of The Bylaws of the Young Democrats of Arkansas as amended and including amendments certified by the Secretary of the Young Democrats of Arkansas, as adopted by the State Convention, <date>, in <location>.

Christopher Burks, President  
Young Democrats of Arkansas

Adam B. Fogleman, Chair  
Constitution, Bylaws & Adjudication  
Standing Committee