



FYD Constitution

Adopted September 17, 2013

Amended May 25, 2015

Amended January 10, 2016

Amended June 21, 2018

We, the members of the Fairfax Young Democrats, in order to further the ideals and principles of the Democratic Party, to promote the election of the party's candidates for public office at all levels, to encourage the involvement of young people in civic and political affairs, and to promote fellowship, establish this Constitution of the Fairfax Young Democrats.

ARTICLE I: Purpose, Membership, Activity

Section 1. The objectives of the Fairfax Young Democrats shall be to support and elect Democratic candidates for public office, especially fellow Young Democrats; to widen and increase the interest and knowledge of young people in government and the political process; to train and develop young people for positions of leadership; to

increase the role of under-represented people in our Party, government, and society; and to serve those in need in our community.

Section 2. The Fairfax Young Democrats shall contribute to the activities, growth and influence of the Democratic Party.

Subsection A. The Fairfax Young Democrats shall support and endorse in general elections only those candidates for public office who have been nominated or endorsed by the Democratic Party.

Subsection B. The Fairfax Young Democrats shall provide an equal opportunity to candidates seeking the nomination or endorsement of the Democratic Party to solicit the support of its members. Individual members may endorse candidates seeking the nomination or endorsement of the Democratic Party in their individual capacity, provided that no officer shall use their position to employ the capital, political, and human resources of the Fairfax Young Democrats in an official capacity for the benefit of any such candidate.

Subsection C. The Fairfax Young Democrats shall actively support the platform of the Democratic Party at all levels; although nothing in this Constitution shall be interpreted to preclude the Fairfax Young Democrats or its members from advocating for amendments to, or the inclusion of particular views or issues in, the platform of the Democratic Party at any level.

Subsection D. The Fairfax Young Democrats shall recruit members from the entire community and strive to achieve a membership that reflects the vibrant diversity of the Fairfax area.

Section 3. Regular membership in the Fairfax Young Democrats shall be open to any resident of the of Fairfax, the City of Fairfax, and the City of Falls Church between the ages of 13 to 35 inclusive, who believes in the principles of the Democratic Party. No person shall be denied membership on the basis of race, gender identity, religious affiliation, economic status, national origin, or sexual orientation.

Subsection A. Associate membership in the Fairfax Young Democrats shall be open to any resident outside of the of Fairfax, the City of Fairfax, and the City of Falls Church, but shall otherwise maintain the same antidiscrimination policy as for regular membership.

Clause (i): Associate members may not serve as elected officers.

Clause (ii): The Executive Board may determine further conditions for associate membership.

Subsection B. No person will be considered a member until official registration has been completed and any dues/fees set by the Fairfax Young Democrats have been paid or waived. Membership registration, renewal, and collection of appropriate dues will occur as established in the Bylaws.

Clause (i): Membership shall be considered in good standing when registration is complete and financial matters settled. In addition to these requirements, at all times officers must maintain 50 percent attendance at all required Fairfax Young Democrats events for the previous 12 months or for the duration of that officer's membership if it is shorter than 12 months. Removal will begin if officers fall below the required attendance level.

Subsection C. An honorary member may be elected by a majority vote at any meeting of the Fairfax Young Democrats. Honorary members shall have none of the obligations of membership in the Fairfax Young Democrats but shall be entitled to all of the privileges except those of making motions, voting, and holding office.

Section 4. The Fairfax Young Democrats shall set a programming calendar for itself that includes regular, scheduled events and shall include special events as necessary. Subsection A. The general membership shall hold a regular business meetings set by the executive committee and the annual reorganization meeting will be held in May. Special business meetings may be called by both Co-Presidents or one of the Co-Presidents with the support of the Executive Board as special need arises.

Subsection B. The Executive Board shall hold regular business meetings, however one Co-President along with any other member of the Executive Board may call special business meetings. 80 percent of the board will constitute quorum to conduct business.

Subsection C. Any other conditions and regulations for meetings may be established in Bylaws and individual committee rules.

ARTICLE II: Officers

Section 1. The officers of the Fairfax Young Democrats shall change along with the numbers of members in the organization. All elected and appointed officers will carry out the policies recommended by the Executive Board and required by the general membership. The same person may not hold more than one office, unless there is specific approval from the Executive Board, except for the office of President, where either of the Co-Presidents may only have one office.

Subsection A. The two Co-Presidents, Vice President, Secretary, Treasurer, and Political Director shall constitute the Executive Board. The immediate Past Co-President shall be an ex-officio non-voting Executive Board member for one year after his or her term has been fully served.

Section 2.

Subsection A. Level 1 officers shall be two elected Co-Presidents serving two-year terms elected in alternating reorganization meetings, the rest of the officers constituting the Executive Board, and any additional officers as defined by the Bylaws.

Subsection B. Additional levels of officer requirements may be defined in the Bylaws.

Section 3.

Elected officers will be chosen at the annual reorganization meeting and/or the first general body meeting after reassessment, as needed, by a majority vote, using instant runoff voting when there are more than two candidates per position. In the event of an election for both Co-Presidents at reorganization, one seat will be clearly designated as completing the last year of a term, while the other will be clearly designated as starting a new two-year term. Appointed officers will be selected by the Co-Presidents with the consent of the Executive Board after the annual reorganization meeting and/or after reassessment, as needed.

Subsection A. In the event of a vacancy of either Co-President, the Vice President shall assume the office of Co-President and a special election will be held to elect a new Vice President at the following regular general membership meeting. In the event that both Co-President seats become vacant at the same time, the Vice President shall assume one of the seats and complete the longer open term, and a special election will be held for the other Co-President and a new Vice President at a special general membership meeting. For any other vacancies, the Executive Board will appoint a interim officer and

the interim may serve the rest of the term or through the next reorganization, whichever comes first.

Subsection B. Officers may be removed from office by making a debatable privileged motion to the general membership, which must pass the motion with three-fifths of the eligible membership present at two consecutive business meetings. Appointed officers may be replaced by the Executive Board with a majority vote. The question to remove an officer may not be tabled or postponed beyond the session where the motion was introduced. Removal does not strip membership, however a removed officer shall not be eligible for any election for one year from the date the removal passes.

Clause (i): If an action of removal is to be voted on at a special meeting, two weeks' previous notice must be provided to the membership for the vote to qualify as a consecutive meeting for this subsection.

Subsection C. The Co-Presidents shall be the spokespersons for the Fairfax Young Democrats as provided for by the Executive Board, shall be the principal executive officers of the Fairfax Young Democrats with equal substantive authority, shall each take alternating three-month turns as the sole presiding chair for all regular meetings, and shall supervise the other affairs of the Fairfax Young Democrats in between regular and special meetings.

Clause (i): If the President whose turn it is to chair is absent, the other President shall chair.

Clause (ii): The Co-Presidents, without objection from the Executive Board, may create special committees for any executive purpose. Any Executive Board member may initiate the termination of a special committee by making a motion at a properly held meeting of the Executive Board.

Subsection D. The Vice President shall oversee any executive function as directed by the Executive Board and shall chair meetings in the absence of either President.

Subsection E. The Secretary shall maintain the membership roster for the Fairfax Young Democrats with the appropriate biographical and contact information necessary for the business of the Fairfax Young Democrats, shall keep minutes of all meetings and distribute them within a reasonable time following the adjournment of each meeting, and shall coordinate as needed with any internal or external communications.

Clause (i): Some responsibilities may be shifted to the Communications Director, Membership Director or Parliamentarian at higher membership levels.

Subsection F. The Treasurer shall manage all monetary accounts under the holdings of the Fairfax Young Democrats, shall prepare and submit any official financial reports or filings as required by law or any organization to which the Fairfax Young Democrats is a party, shall regularly report to the Executive Board and general membership on the status of organizational funds, and shall coordinate as needed on any finance business the Fairfax Young Democrats undertakes.

Clause (i): Some responsibilities may be shifted to the Finance Director at higher membership levels.

Subsection G. The Political Director shall direct outreach to community and other Democratic organizations by attending their meetings and events and representing the Fairfax Young Democrats when the Co-Presidents cannot, shall run volunteer and member recruitment at community and political events, shall coordinate campaign activities and generally be in charge of outreach, and shall create and lead special committees for the purpose of outreach or campaign operations as needed.

Clause (i): Some responsibilities may be shifted to the Teenage Liaison(s), the Membership Director, the Young Professionals Chair, the Campaign Director or the Community Liaison at higher membership levels.

ARTICLE III: Grievance and Disciplinary Proceedings

Section 1: Grievances

Any active member of FYD may petition the Executive Committee with a grievance by submitting such petition in writing (electronic or otherwise) to both the President and Secretary (or any other member of the Executive Committee if both the President and Secretary are the subject of the grievance). Upon receipt of the grievance petition, the Executive Committee shall determine what action, if any, is appropriate. Any action taken by the Executive Committee, including deciding that no action is needed, requires a simple majority of the voting members of the Executive Committee. The individual who submits a petition shall be promptly notified of the action or inaction taken by the Executive Committee. The Executive Committee shall address any grievance petition in a timely manner.

Section 2: Discipline & Removal

The following shall constitute grounds for removal from office and/or revocation of membership: malfeasance, misfeasance, or nonfeasance of duties; conduct injurious to the good name of the Fairfax Young Democrats; use or implication of the name or resources of the Fairfax Young Democrats to promote a candidate for public office who is not the Democratic nominee or endorsee, unless such candidate does not face opposition for the nomination or endorsement; or active opposition to any Democratic nominee or endorsee for public office.

Any active member of FYD may petition the Executive Committee to initiate disciplinary proceedings against any other active member of FYD. Such a petition shall be submitted to both the President and Secretary (or any other member of the Executive Board if both the President and Secretary are the subject of the petition). The petition must be signed by at least 10 active members of FYD, name the active member(s) to be disciplined, and provide detailed information about why disciplinary action is necessary.

Upon receipt of a disciplinary petition, the Executive Committee shall determine what action, if any, is appropriate. Any action taken by the Executive Committee, including deciding that no action is needed, requires a simple majority of voting members of the Executive Committee. The individual who submits a petition shall be promptly notified of the action or inaction taken by the Executive Committee. The Executive Committee shall address any disciplinary petition in a timely manner.

If the Executive Committee determines that the charges, if true, would warrant suspension or removal, then the President (or highest-ranking member of the Executive Committee not the subject of the petition) may establish and oversee a five-person tribunal to hear the case. The tribunal shall consist of the three (3) highest-ranking members of the Executive Committee who are not the subject of the petition and two (2) active members of FYD to be agreed upon by the parties to the case. If there is no agreement among the parties, then any remaining tribunal position(s) shall be chosen by voting members of the Executive Committee who are not on the tribunal and who are not the subject of the petition.

The tribunal shall oversee a short trial lasting no more than two (2) hours. During the trial, the parties are permitted to make an opening statement, present witnesses and evidence, question one another, and make a closing statement. Following the trial, the tribunal shall decide by a majority vote whether or not the accused is guilty or not guilty. If the tribunal finds the accused guilty, it shall present its findings and a recommendation as to what disciplinary action is appropriate to the general membership. Should the accused refuse to appear at the tribunal, the tribunal will discuss the case in their absence and make a determination. The general membership shall then vote on whether to adopt tribunal's recommendation. A simple majority of those present and

voting is needed to adopt the tribunal's recommendation.

Section 3: Recusal

Members tasked with addressing a grievance or overseeing a disciplinary proceeding shall determine whether they can do so fairly and impartially. Such members may recuse themselves for any reason, or no reason at all, but shall recuse themselves when it is necessary to avoid any actual or perceived conflict of interest.

ARTICLE IV: Amendments, Bylaws, and Rules

Section 1. This Constitution may be amended by a three-fourths vote of members in good standing present at any general membership business meeting of the Fairfax Young Democrats, provided that the full, unabridged text of the amendment is available to the general membership.

Section 2. Bylaws may be enacted by a majority vote of members in good standing present at any general membership business meeting for the conduct of business in session or for the completion of tasks in adjournment by any component part of the Fairfax Young Democrats. Bylaws must be renewed at the first Executive Board meeting after reorganization, otherwise will automatically expire.

Subsection A. Each committee, whether constitutionally defined, special, or task-oriented may set for itself additional rules and temporary offices to assist in its mission, provided that none of these actions violate or contradict the Constitution or Bylaws.

V. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Fairfax Young Democrats in all cases to which they are applicable and in which they are not inconsistent with this Constitution, with any rule of the organization, with the Democratic Party Plan of Virginia, or the facilitation of debate.

Fairfax Young Democrats Bylaws

Article I. Officers

Any of these officer positions can be established by presidential approval with consideration from the Fairfax Young Democrats executive board.

Section 1. The Chief Technology Officer shall manage the Fairfax County Young Democrats' Internet and electronic communications mechanisms, including any third-party services used to achieve the goals of the Fairfax County Young Democrats, shall maintain any websites and manage any domains owned by the Fairfax County Young Democrats including any associated electronic mail accounts, shall prepare any budget necessary for electronic communications mechanisms and services that will assist in the public or private business of the Fairfax County Young Democrats. Some responsibilities may be shifted to a Social Media Director if needed

Section 2. The Events Coordinator shall develop all political, finance, social and other public or private activities hosted or co-hosted by the Fairfax County Young Democrats in furtherance of its aims, shall present a budget for said activities and provide timely updates on the status of the events budget, shall provide attendance reports on each event for the purposes of the membership level score, and shall create and lead special committees for the purpose of event development as needed.

Section 3. The Finance Director shall be responsible for developing a finance plan for the Fairfax County Young Democrats and shall manage any pledged donation programs or other sustained financing programs, shall organize finance events, and shall create and lead special committees for the purpose of finance projects or events as needed.

Section 4. The Communications Director shall be responsible for public relations for the Fairfax County Young Democrats, shall ensure a constant media presence for the Fairfax County Young Democrats' message, shall facilitate and develop any regularly scheduled communications medium published by the Fairfax County Young Democrats or using social media, and shall create and lead special committees for the purpose of communications projects as needed.

Section 5. The Teenage Liaison shall coordinate high school club colonization and sustainment, shall serve as the official representative to existing and/or associated high school Young Democrats clubs within Fairfax County or relevant organizations that the Fairfax County Young Democrats may be a party to, shall regularly report on the status

of high school Young Democrats clubs, and shall create and lead special committees for the purpose of teenage outreach.

Section 6. The Membership Director shall maintain an up-to-date membership roster with the appropriate biographical and contact information necessary for the business of the Fairfax County Young Democrats, shall coordinate efforts to grow the membership of the Fairfax County Young Democrats including creating and leading special committees for said purpose.

Section 7. The Young Professionals Chair shall coordinate outreach to young professionals by developing any necessary programming, shall serve as the official representative to professional and trade associations operating in Fairfax County or relevant organizations that the Fairfax County Young Democrats may be a party to, shall lead a young professionals standing committee, and shall create and lead special committees for the purpose of young professionals outreach.

Section 8. The Campaign Director shall coordinate all political, field, and finance activities held in conjunction with or for the purpose of supporting the electoral campaign of any Democratic or Democratic-endorsed candidate in Fairfax County, shall organize campaign invasions to other jurisdictions, shall maintain records of campaign activities as necessary for the business of the Fairfax County Young Democrats, and shall create and lead special committees for the purpose of campaign projects.

Section 9. The Community Liaison shall serve as the representative to community interest and activist groups operating in Fairfax County, shall coordinate community service projects hosted by the Fairfax County Young Democrats or where its members are participating officially in, shall maintain records of community service activities as necessary for the business of the Fairfax County Young Democrats, and shall create and lead special committees for the purpose of community service projects or community interest outreach.

Section 10. The Social Media Director shall oversee all social media content to ensure that it communicates the message of the Fairfax County Young Democrats by direction of the Executive Board, and shall coordinate social media campaigns.

Section 11. The Parliamentarian shall be knowledgeable in the procedural rules the Fairfax County Young Democrats adopts and any established parliamentary rules that may be in use during meetings by virtue of organizations the Fairfax County Young Democrats is a party to, in order to assist in the orderly progress of Executive Committee and general membership meetings.

Article II. Business Meetings

Section 1. Attendance - Executive Board

Clause (i): All Executive Board members are required to attend all Executive Board meetings in person. Remote attendance is permitted.

Clause (ii): Executive Board meetings may be held by teleconference or through other means of virtual meeting.

Clause (iii): The other members of the Executive Board may excuse a member from his or her attendance requirement for an Executive Board meeting.

Section 2. Attendance - Executive Committee

Clause (i): All Executive Committee members are required to attend all Executive Committee meetings in person. Remote attendance is permitted

Clause (ii): Executive Committee meetings may be held by teleconference or through other means of virtual meeting.

Clause (iii): The other members of the Executive Committee may excuse a member from his or her attendance requirement for an Executive Committee meeting.

Article III. Voting

Clause (i): The Co-President who is serving a turn as Chair may not vote on any question while presiding over a meeting. The Co-President not serving a turn as Chair may vote on any question.

Article IV. Communications

Section 1 . Timetables - Minutes

Clause (i): Minutes from regular meetings must be distributed accordingly within 7 days of adjournment.

Clause (ii): Minutes from special meetings must be distributed accordingly within 3 days

of adjournment.

Section 2. Timetables - Announcements

Clause (i): Regular calls to meet shall be announced at least 7 days in advance of the meeting, to the respective body.

Clause (ii): Special calls to meet shall be announced at least 7 days in advance of the meeting, to the respective body.

Article V. Membership

Section 1. Registration

Clause (i): An official registration form shall be issued by the FYD to include all biographical information necessary for chartering with the VAYD, and shall be made available for prospective members. Only the official registration form and signed code of conduct form, whether electronic or in print, shall be accepted when applying for membership.

Section 2. Dues

Clause (i): For members who are still High School students or pursuing an equivalent, annual dues shall be \$15.

Clause (ii): For members who have graduated from High School or are otherwise over the age of 18, annual dues shall be \$25.

Clause (iii): Annual dues may be waived or amended on condition of economic hardship when approved in confidence by the Executive Board.

Clause (iv): Membership may be denied if the applicant's method of payment does not clear and funds are not transferred to the FYD successfully.

Section 3. Associate Membership

Clause (i): For any associate member, annual dues shall be \$25.

Clause (ii): Associate members may not make motions.

Section 4. FYD Code of Conduct and Safe Space Policy

Clause (i) All members must sign and review the FYD Code of Conduct and Safe Space Policy

Clause (ii) Changes to the Code of Conduct and Safe Space Policy may be enacted by a majority vote of members in good standing present at any two (2) consecutive general membership business meetings for the conduct of business in session or for the completion of tasks in adjournment by any component part of the Fairfax Young Democrats.

Clause (iii) A copy of the Code of Conduct and Safe Space Policy will be included with the bylaws as an addendum

Article VI . Programming

Section 1. Budget Requests

Clause (i): Committee or officer departmental budget items must be submitted one week prior to the meeting where the budget recommendation is passed by the Executive Board for approval by the general membership.

Clause (ii): Individual or committee special budget requests may be made to the Executive Board or general membership when either body meets. The general membership may override a declined request by the Executive Board.

Subsection D. The following individuals shall be non- voting ex officio members of the Executive Committee upon membership application and paying the membership fee: elected members of the Democratic National Committee who reside in Fairfax County; members of the Virginia State Central Committee who are not otherwise members of the County Committee;

Article VII. Outreach Plan

In order that the Fairfax Young Democrats at all levels be an open Party organization that includes rather than excludes people from participation, a policy of effective affirmative action is hereby adopted by the Fairfax Young Democrats. All public meetings and programs at all levels of the Fairfax Young Democrats shall be open to all who consider themselves members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic

status or physical disability (hereinafter collectively referred to as status). Discrimination on the basis of status in the operating of organizational affairs is prohibited.

In order to continue the Fairfax Young Democrats' ongoing efforts to include groups historically under-represented, the Fairfax Young Democrats has developed outreach programs. Such programs include recruitment, education and training, in order to achieve full participation by such groups in all organizational business and programs. The Political Director of FYD shall be responsible for formulating outreach guidelines for the Fairfax Young Democrats. The Political Director will report on the progress of all efforts towards this goal. In addition, there will be an outreach strategy including social media platforms including Facebook, Twitter, and Instagram. These platforms will be used to distribute information about our organization and events.

The Fairfax Young Democrats has identified progressive organizations with which to partner for programs and will cosponsor events to encourage its members to become more involved. The leadership and staff of the FYD will initiate contact with these organizations to develop new and strengthen existing relationships and establish ways in which we can work together to achieve our common goals.

Some of these organizations are, but are not limited to: the Democratic Party of Virginia, its local committees, and its constituency groups, Fairfax Pride, NOVA, Fairfax Education Association, the Fairfax area League of Women Voters, SEIU 512, Virginia NOW, Virginia NARAL, the Sierra Club, NAACP-Fairfax Branch, the Northern Virginia Urban League Young Professionals Network, the ACLU, the ADAMS Center, Virginia Coalition for Immigrants Rights, and the ARC of Northern Virginia.

Article VIII. Amendments

These Bylaws may be amended by a majority vote of the FYD Committee members present and voting at any two (2) regular general member meetings, provided that the proposed amendment has been submitted in writing and read at the previous meeting of the Fairfax Young Democrats.

FYD Code of Conduct

Adopted on June 21, 2018

Each member of the Fairfax Young Democrats (FYD) is expected to uphold the values of the organization. In order to participate in FYD, each FYD member acknowledges that they will abide by the following codes of conduct:

Respect of Others.

- All FYD members must abide by FYD's Safe Space Policy, which is incorporated in this Code of Conduct. **Payment of dues acknowledges understanding of this requirement to comply with all rules set forth in this document.**
- FYD expects that each member will act responsibly and respectfully of others' autonomy to the extent that it does not incur harm.

Responsible Drinking.

- Any FYD member who consumes alcoholic beverages at any FYD-related event must be at least 21-years old.
- Choosing to participate or not participate in the consumption of alcohol is an individual and voluntary choice. By agreeing to this code of conduct you agree not to pressure another individual to consume alcohol.
- Any FYD member who decides to consume alcoholic beverages is expected to do so responsibly. If you perceive that another FYD member is not consuming alcohol responsibly, please contact a *FYD Executive Board member* immediately. Contact information for these individuals is available online here.

Event Space Rules.

- Any FYD member who attends a FYD-sponsored event at any venue or event space must abide by the rules of that venue or event space. If you have any questions please contact an *Executive Board member*.

Resolving Conflicts.

- Each FYD member will make a good faith effort to resolve conflicts respectfully, directly and confidentially.
- If a conflict cannot be resolved after a good faith effort, or if a conflict involves illegal activity, please contact an *Executive Board member*.

Duty to Report.

- Any FYD member who knows or has reason to know that a FYD member is in violation of this Code of Conduct is expected to report this violation to a member of the *FYD Executive Board*.

Consequences:

- Violation of the Code of Conduct may result in suspension and removal at the discretion of the Executive Board (by majority vote).
- In the case of suspension or removal, a refund of membership dues is **not** permitted.

FYD Safe Space Policy

- FYD does not tolerate any form of harassment or assault.
- FYD recognizes that “yes means yes.” Agreement to this safe space policy requires your understanding that physical contact of any kind is not appropriate without clearly articulated consent. Agreement also requires an understanding that consent can be revoked at any time.
- If you feel unsafe at any point during a FYD-related event, please contact a member of the *FYD Executive Board*.
- If you choose to drink, please do so responsibly. If assistance is needed, please contact a member of the *FYD Executive Board*.
- If there is an incident of harassment (that does not put any members of the FYD-related event in immediate danger), the *FYD Executive Board* will meet no more than 24 hours after the incident has been reported to talk about the incident.
 - If a conflict of interest is identified on the *Executive Board* the person bringing forward the incident has the right to request their removal from the proceedings.
 - The party or parties affected by harassment will have the option to remain anonymous and their consent is required for proceedings to move forward.
 - If a FYD member or guest has been found to have violated the Safe Space Policy, the *Executive Board* will determine consequences within 48 hours of the initial meeting of the *Executive Board*. The accused shall have the right to appeal this decision to the General Board (the Executive Board and its appointees).
Consequences are up to and including removal from future FYD events.
- If there is an incident of harassment that puts event attendees in immediate danger, the *Executive Board* will ask the individual(s) to leave the FYD event and appropriate legal action may be pursued.
 - Additionally, the *Executive Board* will determine consequences within 72 hours of the incident report. Board will ask accused for account within 48 hours.
- The State and local parties will be notified of any member that has been barred.