

## **Constitution of the Virginia Young Democrats**

**Preamble:** We, the members of the Virginia Young Democrats, in order to further the ideals and principles of the Democratic Party, improve our society through peaceful reform and effective government, grow the voice of young people in our political processes, and serve those in need in our community, establish this Constitution for the Virginia Young Democrats.

### **Article I: Name, Affiliation, and Purpose**

Section 1: Name. The name of this organization shall be the Virginia Young Democrats.

Section 2: Affiliation. The Virginia Young Democrats shall be affiliated with the Democratic Party of Virginia and the Young Democrats of America, but shall maintain autonomy over its policies, operations, and advocacy activities.

Section 3: Purpose. The purpose of the Virginia Young Democrats shall be:

- i. To support and elect Democratic candidates for public office;
- ii. To widen and increase the interest and knowledge of young people in government and the political process;
- iii. To train and develop young people for positions of leadership as elected leaders and within the Democratic Party of Virginia;
- iv. To increase the role of underrepresented persons in our Party, government, and society;
- v. To advocate for policies and legislation that are identified by the membership of the Virginia Young Democrats; and
- vi. To serve those in need in our community.

### **Article II: Membership**

Section 1: Eligibility. Every resident of the Commonwealth of Virginia who has attained thirteen years but no more than thirty-five years of age and who believes in the principles of the Democratic Party shall be eligible for membership in the Virginia Young Democrats. No person shall be denied membership on the basis of race, ethnicity, gender, gender identity, religion, economic status, national origin, sexual orientation, disability, immigration status or voting eligibility.

Section 2: Membership. Only individuals who are members of chapters of the Virginia Young Democrats may be members of the Virginia Young Democrats and all members of chapters of the Virginia Young Democrats who meet the eligibility requirements in Section 1 of this Article shall be members of this organization unless their membership has been suspended or revoked.

Section 3: Honorary Membership. An individual may be granted honorary membership by a majority vote of the Board of Directors or by a convention of the Virginia Young Democrats. Honorary members shall have none of the obligations of membership in this organization but shall be entitled to all the privileges, except those of making motions, voting, and holding office.

## Article III: Officers

Section 1: Elected Officers. The elected officers of the Virginia Young Democrats shall be composed of a President, a Vice President, a Secretary, a Treasurer, a Membership Director, a Campaign Director, a Finance Director, a Communications Director, and two National Committee Representatives, who shall be of different gender identities, Policy Director, and an Outreach Director. The foregoing officers shall be elected by a majority vote at an Annual Convention of the Virginia Young Democrats, and no person may be elected an officer of the Virginia Young Democrats who is not a member of this organization at the time of their election.

Section 2: Appointed Officers. The President shall appoint the following officers subject to the confirmation of the Executive Committee of the Virginia Young Democrats: a Parliamentarian and a Technical Director. The President may appoint additional officers as necessary, subject to the approval of the Executive Committee as to the creation of the office as well as to the nominee to said office, provided that the President specifies the responsibilities for said new office and designates the officer to whom they would report. The President may remove any appointed officer at any time. The Executive Committee or the Board of Directors may require the President, upon a parliamentary motion, to appoint additional officers as it may from time to time deem necessary as well as remove an appointed officer upon a parliamentary motion, given with at least one weeks' notice to such body and the subject of the motion. No person shall have a vote on the Executive Committee or Board of Directors by virtue of being an appointed officer. All members of any standing or special committees who are appointed to such committee shall be appointed officers under this Section. Any appointed officer shall continue to serve in their office until thirty day following an Annual Convention or until their successor has been duly nominated and confirmed, whichever shall come first.

Section 3: Additional Officers. In addition to the officers in Sections 1 and 2 of this Article, there shall be the following additional officers of this organization: a City/County Caucus Chair, a College Caucus Chair, a High School Caucus Chair, and a Council of Presidents Chair, the Advocacy Chair, the chair(s) of each Regional Caucus, the chair(s) of each Identity Caucus, the chair(s) each chartered chapter, and the members of any and all Standing or Special Committees of the Virginia Young Democrats. The immediate past serving president shall be an officer *ex officio*.

Section 4: Officer Duties. The officers shall perform the duties prescribed by this Constitution as well as any additional responsibilities authorized pursuant to the parliamentary authority adopted by this organization. The following is not to be construed as an exhaustive or exclusive list of the duties of the officers of this organization, but no officer may violate the provisions of this Constitution in pursuance of their duties.

- i. **President.** The President shall be the chief executive officer of the Virginia Young Democrats and shall supervise and manage the affairs of the Virginia Young Democrats between meetings of the Executive Committee. The President shall be the primary spokesperson for this organization. The President shall be an *ex officio* member of all committees of the Virginia Young Democrats.

- ii. **Vice President.** The Vice President shall assist the President with their duties, act as President in their absence, and assist in the general oversight of this organization's operations. The Vice President shall be an *ex officio* member of all committees of the Virginia Young Democrats.
- iii. **Secretary.** The Secretary shall record the minutes of all Executive Committee and Board of Directors meetings and ensure those minutes are promptly posted on the organization's website; provide any written notice of meetings, votes, or other organizational functions required by this Constitution or any other rule or parliamentary authority adopted by the organization via electronic communication; and serve as the Vice Chair of the Judicial Committee. They shall also, in conjunction with the Membership Director, maintain accurate records of all members of the Virginia Young Democrats, including all contact information required under Article VII, Section 5, and ensure these records are kept up to date; members are responsible for promptly reporting any changes to their information to the respective chapter president, who shall communicate those changes to the Membership Director and Secretary. The Secretary shall also manage and maintain an official organization email list to facilitate communication with members and other interested parties.
- iv. **Treasurer.** The Treasurer shall oversee the funds, accounts, and financial records of the Virginia Young Democrats and shall be responsible for the proper receipt, deposit, and disbursement of organizational funds in full compliance with all applicable laws and regulations. The Treasurer shall maintain accurate financial records of all revenues and expenditures and shall ensure that all spending is conducted in accordance with the organization's approved budget. The Treasurer shall serve as Vice Chair of the Budget Committee and shall prepare and present financial reports at each meeting of the Executive Committee and Board of Directors, including but not limited to the balances of the organization's accounts. The financial records of the organization shall be open to inspection by any member within a reasonable time based on the nature of such request.
- v. **Membership Director.** The Membership Director shall be responsible for the recruitment, retention, and record maintenance of the membership of this organization. The Membership Director shall oversee and facilitate the chartering and re-chartering of local chapters, in coordination with the Regional Caucus Chairs, and provide guidance to prospective chapter leaders regarding compliance with the requirements set forth in this Constitution and any relevant bylaws. They shall, in coordination with the Secretary, maintain an official and up-to-date roster of all chartered chapters and members and ensure that membership roster is accessible to the Board of Directors as necessary for the conduct of organizational business. They shall also serve as the Chair of the Membership Committee and shall work with the Committee to develop and implement a membership recruitment and chapter development plan, to be submitted to the Board of Directors for approval within 60 days of assuming office.
- vi. **Campaign Director.** The Campaign Director shall oversee the political campaign operations of the organization and serve as the primary liaison between the organization and Democratic nominees for elected office. They shall develop and execute a comprehensive election cycle outreach and engagement plan, to be submitted to the Board of Directors for approval within sixty days of assuming office;

- coordinate with federal, state, and local campaigns to identify volunteer needs and paid staffing opportunities; and organize chapter and member participation in canvassing, phone banking, voter registration, and other campaign-related activities. The Campaign Director shall also provide guidance to chapters on campaign-related engagement efforts, work to ensure timely communication of campaign opportunities to members, and promote consistent, organized, and effective electoral involvement across the Commonwealth. The Campaign Director shall annually submit a Campaign Strategy Plan for the Executive Committee’s consideration.
- vii. **Finance Director.** The Finance Director shall oversee the fundraising activities of this organization. They shall develop and implement programs to generate financial support for the organization, ensure that all organizational fundraising activities comply with applicable federal, state, and local campaign finance laws and reporting requirements, and coordinate with the Treasurer to ensure proper documentation of all funds received. The Finance Director shall submit a comprehensive fundraising plan to the Board of Directors for approval within sixty days of assuming office and shall regularly report on the progress of fundraising efforts. They shall also serve as Chair of the Budget Committee and collaborate with the Treasurer in preparing regular financial reports for the Executive Committee and Board of Directors.
  - viii. **Communications Director.** The Communications Director shall oversee the public communications efforts of the Virginia Young Democrats and work with other officers to coordinate internal and external communication efforts. The Director’s responsibilities include but are not limited to: maintaining an active social media presence for the organization to inform the public of the organization’s activities and outreach efforts; writing and publishing, with the approval of the Executive Committee, any public statements made on behalf of the organization; the creation and distribution of a monthly newsletter to ensure continuity of information dissemination and to provide consistent and transparent updates to members and other stakeholders regarding organizational activities, upcoming events, deadlines, and opportunities for involvement; and the maintenance of and regular updates to the website of the Virginia Young Democrats, in cooperation with the Secretary.
  - ix. **National Committee Representatives.** The National Committee Representatives shall serve as liaisons between the Virginia Young Democrats and the Young Democrats of America, shall attend all Young Democrats of America Committee meetings, or appoint a proxy to serve in their stead, and shall provide the Executive Committee and Board of Directors regular updates on the activities of the Young Democrats of America. The two National Committee Representatives shall be of different gender identities.
  - x. **Policy Director.** The Policy Director shall be responsible for coordinating and advocating for the political objectives of the Virginia Young Democrats before the Virginia General Assembly, the U.S. Congress, and other political bodies. They shall coordinate the organization’s legislative and policy advocacy initiatives in collaboration with the Advocacy Chair, shall serve as Vice Chair of the Advocacy Committee, and shall manage the annual Virginia Young Democrats Lobby Day. They shall also be responsible for developing and implementing, with the assistance of the Advocacy Committee, a written policy agenda that shall serve as a framework for year-round organizational engagement with candidates, elected officials, and any

- relevant political bodies, to be submitted to the Executive Board for approval within sixty days of assuming office. The Policy Director shall regularly report on developments at the General Assembly relevant to the priorities of this organization at meetings of the Executive Committee and the Board of Directors.
- xi. **Outreach Director.** The Outreach Director shall be responsible for developing and executing strategies to expand the organizational presence of the Virginia Young Democrats in our Party, government, and society through community engagement and relationship building efforts. They shall assist chapters in designing and implementing their outreach plans as well as any initiatives aimed at increasing visibility and community engagement, while coordinating with the Membership Director on matters directly related to recruitment and retention. They shall serve as a member of both the Membership Committee and the Advocacy Committee. The Outreach Director shall produce an annual plan no later than the first day of June setting out measurable goals for increasing representation in the members of the Virginia Young Democrats and for hosting programs and trainings focused on educating members on equity and inclusion.
  - xii. **Immediate Past President.** The Immediate Past President, otherwise styled as President Emerit[us/a/um], shall provide counsel to the officers of this organization.
  - xiii. **Parliamentarian.** The Parliamentarian shall provide neutral and independent guidance on parliamentary rules and procedures to any and all officers, the Executive Committee and Board of Directors, and any member of this organization upon a reasonable request. The Parliamentarian shall be responsible for administering the judicial processes of this organization and shall serve as Chair of the Judicial Committee. The Parliamentarian shall be an *ex officio*, non-voting member of all committees of this organization and shall not count towards quorum unless otherwise appointed to a committee.
  - xiv. **Council of Presidents Chair.** The Council of Presidents Chair shall serve as Chair and chief administrator of the Council of Presidents. The Council of Presidents Chair shall offer advice and assistance to chapter presidents on best practices for administering their chapters, shall organize meetings to provide resources to chapter presidents, and shall maintain an accurate list of the current chapter presidents and their contact information.
  - xv. **Constituency Caucus Chair.** Constituency Caucus Chairs, i.e. the City/County Caucus Chair, College Caucus Chair, and High School Caucus Chair, shall serve as Chair of their respective caucuses and liaisons between their caucuses and the Executive Committee and Board of Directors. With respect to representation within the Democratic Party of Virginia, the Chair of the High School Caucus shall also be known as the Chair of the Teen Caucus
  - xvi. **Identity Caucus Chair.** Identity Caucus Chairs shall be the principal administrative officer of the Virginia Young Democrats Identity Caucus to which they are elected pursuant to the requirements of this Constitution and their caucus's respective constitution. Caucus chairs shall facilitate communication between this organization and their caucus and shall make recommendations to the Board of Directors on legislative issues related to their caucus's interest.
  - xvii. **Advocacy Chair.** The Advocacy Chair shall serve as Chair of the Advocacy Committee and shall be elected by and from among the chairs of the Issues Caucuses.

- The Advocacy Chair shall collaborate with the Policy Director in tracking legislation at the federal and state level relevant to the interests of this organization. The Advocacy Chair shall assist the Policy Director in managing the annual Virginia Young Democrats Lobby Day in consultation with the leadership of this organization's Identity Caucuses, Constituency Caucuses, and Regional Caucuses.
- xviii. **Regional Caucus Chair.** Regional Caucus Chairs shall serve as liaisons between the Regional Caucuses and the Executive Committee and Board of Directors. Each Regional Caucus Chair shall be required to arrange for monthly calls to the presidents of chapters of their respective regions to maintain regular lines of communication, update the chapter presidents on initiatives of the Virginia Young Democrats, share best practices and ideas between chapters, and to facilitate collaboration and joint events among the chapters in the region to take place at least once quarterly.
- xix. **Chapter Presidents.** Chapter presents, or chapter chairs, shall be the principal administrative officer of the Virginia Young Democrats chapter to which they are elected pursuant to the requirements of this Constitution and their respective chapter's constitution. Chapter presidents shall facilitate communication between this organization and their chapter and shall serve as a member of the Council of Presidents.

Section 5. Term of Office. Each officer shall serve until their successor takes a properly administered oath of office and each officer's term shall begin upon the administration of such oath. The oath required for assuming office shall be: "I do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the Commonwealth of Virginia, the Constitution of the Virginia Young Democrats, and the Democratic Party Plan of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon my office in the Virginia Young Democrats, according to the best of my ability." If the oath or affirmation is not subscribed to in writing, it shall be administered by a current or former officer of this organization, by a current or former officer of local, state, or federal government in the United States, or by any person authorized by law to administer oaths.

Section 6. Elected Office Vacancies Generally. In the event of a vacancy in an elected office in general due to resignation or removal, the Executive Committee may elect a replacement for the office upon a parliamentary motion. The President shall have the power to appoint acting-officers in the event of any vacancies of any elected officer until the Executive Committee shall have elected a replacement. In extraordinary circumstances, the Executive Committee may, upon the concurrence of three-fourths of all its members acting upon a parliamentary motion given with at least one weeks' notice to the whole of the Executive Committee and to the subject of such motion, find that an elected officer is unable to perform the duties of their office and declare that office vacant. The President may make an interim appointment to fill a vacancy between meetings of the Executive Committee, which shall expire at the conclusion of the next Executive Committee meeting following such interim appointment.

Section 7: Presidential Vacancies Specifically. In the event that the President resigns from office, is removed from office, or is found by three-fourths of all the Executive Committee's members to be unable to perform the duties of the office by acting upon a parliamentary motion given with at least one weeks' notice to the whole of the Executive Committee, the Vice President shall

assume the office of the President. In the event that of a vacancy in an office enumerated in Article III Section 3, the vacancy shall be filled by the respective caucus or chapter, except in the case of a Standing or Special Committees, the vacancies for which shall be filled pursuant to the manner prescribed for appointment to such committees.

Section 8: Concurrent Presidential and Vice Presidential Vacancies. In the event of concurrent vacancies in the office of President and Vice President, the Secretary—or in their absence the next sworn officeholder enumerated in this Article—shall serve as Acting President for the purposes of convening the Executive Committee for it to elect a President, which shall be done upon a parliamentary motion. The service of any Acting President under this Section shall expire upon the election and swearing in of the new President.

#### **Article IV: Governing Bodies**

Section 1: Membership of The Board of Directors. The Board of Directors shall be composed of the members of the Executive Committee, the appointed officers of the Virginia Young Democrats, the chairs of the Regional Caucuses, and the chairs of the Identity Caucuses. Members of the Virginia Young Democrats who are Democratic statewide elected officials, members of the Democratic National Committee, members of the Executive Board of the Young Democrats of America, and members of the Steering Committee of the Democratic Party of Virginia shall be *ex officio*, non-voting members of the Board of Directors and shall not count towards quorum. No member of the Board of Directors shall cast more than one vote by virtue of holding multiple offices.

Section 2: Power of the Board of Directors. The Board of Directors shall have full power and authority to act for this organization, subject to the provisions of this Constitution and any action of a convention, in all cases except where the Executive Committee or the Council of Presidents shall be given exclusive or joint authority under this Constitution. The Board of Directors is charged with increasing membership of this organization, to create and advocate in favor of legislation that aligns with the values of this organization, and to help elect Democratic nominees throughout the Commonwealth of Virginia who align with the values of the Virginia Young Democrats.

Section 3: Board of Directors Meetings. The Board of Directors shall meet at least once every three months following the last Annual Convention. Regular meetings of the Board of Directors shall be held on at least seven days written notice. The President may call a special meeting of the Board of Directors which shall be held on at least forty-eight hours' notice. The President shall call a special meeting upon the written request of any seven members of the Board of Directors or any five members of the Executive Committee submitted to the President and the Secretary. The President may call an extraordinary meeting on one hour's notice provided that a live quorum call verifies the presence of at least three-fifths of the members.

Section 4: Membership of the Executive Committee. The Executive Committee shall be composed of the elected officers of the Virginia Young Democrats, the City/County Caucus Chair, the College Caucus Chair, the High School Caucus Chair, the Council of Presidents Chair, and the Chair of Advocacy Committee. The Parliamentarian shall be an *ex officio*, non-voting

member of the Executive Committee and shall not count toward its quorum. No person shall hold more than one position on the Executive Committee unless permitted by a two-thirds vote of the Executive Committee to do so; no member of the Executive Committee shall cast more than one vote by virtue of holding multiple offices.

Section 5: Power of the Executive Committee. The Executive Committee shall have full power and authority to act for this organization, subject to the provisions of this Constitution and any action of a convention, in all cases except where the Board of Directors or the Council of Presidents shall be given exclusive or joint authority under this Constitution. The Executive Committee shall have general supervision of the affairs of this organization between conventions and is charged with enforcing the Constitution, executing on this organization's campaign and legislative agenda, and promoting the growth and development of the membership of the Virginia Young Democrats.

Section 6: Executive Committee Meetings. The Executive Committee shall meet at least once every month between conventions. The President may call a special meeting on at least 48 hours' notice, and the President shall do so within two days of a written petition signed by at least five members of the Executive Committee submitted to the President and the Secretary. The President may call an extraordinary meeting on one hour's notice provided that a live quorum call verifies the presence of at least three-fifths of the members.

Section 7: Membership of the Council of Presidents. The presidents of the chartered chapters of the Virginia Young Democrats shall compose the Council of Presidents. The Council of Presidents shall select a chairperson by popular election at the Annual Convention of the Virginia Young Democrats, who shall serve on the Executive Committee. The Council of Presidents Chair shall not be required to be a current chapter president, but they must complete their term as Chair within two years of leaving the office of chapter president.

Section 8: Power of the Council of Presidents. The Council of Presidents shall have certain powers as outlined in this Constitution: the joint power with the Executive Committee to confirm appointments to the Judicial Committee; the power to call for a special constitutional convention for the Virginia Young Democrats; the power to find that special circumstances exist warranting an emergency amendment to the constitution, and the power to ratify proposed amendments under such procedure. The Council of Presidents shall meet at least four times each year.

Section 9: Electronically Held Meetings. Business of the Board of Directors, Executive Committee, or Council of Presidents may generally be conducted via electronic communication and Internet services. Reasonable efforts should be made to honor requests for remote attendance to in-person meetings made forty-eight hours prior to the start of such meeting unless notice has been made in advance that such physical attendance was required.

Section 10: Open Meetings. Meetings of the Board of Directors, Executive Committee, and Council of Presidents shall be open to all members of the Virginia Young Democrats to attend, unless for reasons of privacy or other similar conditions, such as those outlined in the Virginia Open Meeting law, the respective body deems it appropriate to hold an Executive Session, which shall be decided by a non-debatable motion agreed to by a simple majority. The meeting minutes

of the governing bodies that are not covered by privilege of Executive Session shall be available to all members of the Virginia Young Democrats no later than thirty days following their approval by the respective governing body.

Section 11: Votes. No vote of the Board of Directors, Executive Committee, or Council of Presidents may be by ballot or other secret method. Any member of a governing body may demand a record vote, which shall be conducted by either recorded electronic ballot or roll call at the direction of the presiding officer. The presiding officer or any five members may require an online vote on a motion. Online votes shall remain open for no less than forty-eight hours or until two-thirds of the respective body shall have acted upon it, whichever shall come first, and no such vote shall be effective absent unless a majority of the members of the respective body shall have acted upon it. The results of all record votes shall be made accessible by the Virginia Young Democrats Secretary no later than thirty days after the approval of the minutes of the meeting at which the vote occurred.

Section 13: Conflict of Interest. No officer shall vote on any item, or any procedural vote relating to an item to which they have a direct financial interest. Such an interest shall be said to exist if they are in the employ of a candidate or organization which is the subject of a vote. No member shall vote on an item which concerns an immediate family member. A member who is unsure if a conflict exists may submit their conflict to the body to decide.

## **Article V: Annual Conventions**

Section 1: Power of Convention. The members of the Virginia Young Democrats shall annually assemble in convention, and any convention of the Virginia Young Democrats shall be the highest authority of this organization only subject to the provisions of this Constitution. Annual conventions of the Virginia Young Democrats shall convene for the purpose of considering charter applications, constitutional amendments, and resolutions, for electing officers, and for conducting other such business as the convention may direct.

Section 2: Convention Date and Location. Before the first day of January of each year, the Executive Committee shall determine the date and location of the following year's Annual Convention. Each such convention shall be held at least eight weeks after the date on which it was determined by the Executive Committee. This date may be amended by a majority vote of the Executive Committee anytime thereafter prior to the Call to Convention, provided that the new date for the Annual Convention satisfies all other provisions of this Article. Each Annual Convention shall take place in a region different than the location of the two most recently held Annual Convention unless a majority of the whole of the Board of Directors shall ascertain good cause to do otherwise.

Section 3: Call to Convention. At least eight weeks prior to each Convention, the President shall issue a written Call to Convention to each chapter president, each member of the Board of Directors, as well as the general membership of this organization—the last of which via a medium reasonably calculated to contact a sizable portion thereof. The Call shall include the date and location of the Annual Convention, the purposes of the Convention, a call for nominations for the committees outlined in this Article, and a copy of this Constitution.

Section 4: Standing Convention Committees. There shall be the following committees at all Annual Conventions: Credentials, Rules, Constitution & Bylaws, Resolutions, Awards, Steering, and any others designated by the Executive Committee. The President shall nominate the temporary chair for each said committee, subject to the approval of the Board of Directors, no later than six weeks before each Annual Convention. No person may serve as a chair for any of the named committees in this Section who is a candidate for any elected office enumerated in Article III Section 1 of this Constitution. The committees shall operate in a manner not inconsistent with this Constitution and shall follow the current edition of Robert's Rules of Order Newly Revised.

Section 5: Committee Appointments. In addition to the chair, each committee shall be composed of an appointee from each Regional Caucus, which appointees shall be selected via the following process: each Regional Chair shall provide the President, no later than six weeks before an Annual Convention, with a slate of no fewer than three but not more than six nominees from their Regional Caucus, from which slate the President shall make appointments to the committees. Should the Regional Chair fail to provide such a slate or a sufficient number of nominees six weeks prior to an Annual Convention, the Regional Vice Chair shall be empowered to provide such a slate no later than five weeks before an Annual Convention. If both the Regional Chair and Vice Chair fail to provide such a slate pursuant to this Section, the President shall be empowered to make an appointment for such region after consulting with the Chair of the Council of Presidents for advice on such appointment. No two members of any Annual Convention Committee, not including the chair, shall be members of the same chapter. To the extent feasible, the President shall work to ensure committees are composed of at least one member from each of the College and High School Caucuses. Members of the convention committees appointed pursuant to this Section shall be the temporary members of their respective committees unless and until elected the permanent members at the Annual Convention.

Section 6: Access to Committee Meetings. All meetings of Annual Convention committees shall be open to the members of the Virginia Young Democrats unless restricted by this Constitution, the parliamentary actions of the Annual Convention, or by order of two-thirds of the whole number of the Executive Committee.

Section 7: Credentialing Generally. The Credentials Committee shall be responsible for reviewing charter applications for the forthcoming Annual Convention, providing support to chapters in navigating the chartering process, and producing a report on charter applications for the Annual Convention's consideration that assesses the compliance of charter applications with this Constitution and allocates voting power in the Annual Convention to chapters according to the provisions of this Article.

Section 8: Credentialing Timeline. At least two weeks, but not more than three weeks, before an Annual Convention, the Credentials Committee shall ascertain the compliance of each chapter application it has received, which it shall make available as a temporary report to the members of the Executive Committee and to each chapter president whose organization has applied for a charter. The Credentials Committee shall be empowered to revise its temporary report until it has

been adopted by the Annual Convention, but no application for a charter shall be entertained that has not been received by the Credentials Committee at least seven days prior to the start of the Annual Convention.

Section 9: Credentialing Sanctions. The Credentials Committee shall be empowered to investigate any violations of this Constitution in a charter application, which shall include but not be limited to persistent and substantial incidents of incomplete charter applications, falsified or fraudulent information in charter applications, or deception in the course of curing a charter application. The Credentials Committee shall be empowered to investigate allegations of violations and to require the testimony of the accused (or a representative of a chapter applying for a charter if no individual is accused) to present a defense against a finding of such violations. Any investigations or deliberations pursuant to this Section shall be conducted in Executive Session unless the accused requests otherwise. The sanctions for such violations, which shall be assessed by a two-thirds vote of the Credentials Committee, shall be limited to the Credentials Committee recognizing only those sections of the application it determines compliant, reducing the voting strength otherwise entitled to the applicant chapter under this Article for each calendar day the non-complying applicant chapter's leadership fails to correct the application up to a maximum amount not to exceed twenty-five percent, rejection of a charter application, censure, and/or referral to the Judicial Committee for disciplinary action pursuant to Article XI.

Section 10: Credentialing Report. At each Annual Convention, the Chair of the Credentials Committee shall present and thereby move the adoption of the temporary report, for which a simple majority of the delegates present and voting shall be sufficient, and the adoption of which shall grant and charters and order all sanctions recommended in the report. The motion to adopt the report shall be debatable but not amendable. If the report is not adopted, the Annual Convention shall immediately sit in recess with all other business suspended, subject to the call of the Convention Chair, while the Credential Committee prepares a revised report which shall be the business pending before the Annual Convention when it comes to order.

Section 11: Rules Generally. The Rules Committee shall be responsible for producing rules to govern the convention and shall meet at least two weeks prior to each Annual Convention to promulgate a report to that effect. The Rules Committee shall transmit its temporary report to the President of the Virginia Young Democrats, who shall then transmit such to the Board of Directors, the Council of Presidents, and to the membership of the Virginia Young Democrats via a medium reasonably calculated to contact a sizable portion thereof. The report shall outline and govern the process for filing to run and for the election of officers of the Virginia Young Democrats, the election of officers and committees for the Annual Convention, the order of business to be conducted, the process for credentialing delegates and voting, and any other topics which the Rules Committee shall deem appropriate. No section of the temporary rules report may conflict with this Constitution or any bylaws of this organization or with the Democratic Party Plan of Virginia. The Rules Committee may revise its temporary report until it has been adopted by the Annual Convention.

Section 12: Rules Report. At each Annual Convention, the Chair of the Rules Committee shall present and thereby move the adoption of the temporary report, for which a simple majority of the delegates present and voting shall be sufficient, and the adoption of which shall make

binding on that Annual Convention the temporary report, thereafter styled as the Standing Rules of that Annual Convention. The motion to adopt the report shall be debatable but not amendable. If the report is not adopted, the Annual Convention shall immediately sit in recess with all other business suspended, subject to the call of the Convention Chair, while the Rules Committee prepares a revised report which shall be the business pending before the Annual Convention when it comes to order.

Section 13: Constitution & Bylaws Generally. The Constitution & Bylaws Committee shall be responsible for and have full drafting authority in the process of producing a report recommending amendments to this Constitution, unless the committee determines that no amendments ought to be recommended at that time. The report of the Constitution & Bylaws Committee shall require the support of two-thirds of the whole committee to be adopted by the committee. At each Annual Convention, the Chair of the Constitution & Bylaws Committee may present and thereby move the adoption of the report on recommended amendments to this Constitution, which report shall only be proper if it clearly states the text of the Constitution to be amended and the text that would result if the amendment were to be ratified. The report of the Constitution & Bylaws Committee shall be approved if agreed to by two-thirds of the convention delegates then present and voting.

Section 14: Constitutional Amendments from the Floor. The report of the Constitution & Bylaws Committee shall be considered before any amendments from the floor shall be taken up. Any accredited delegate may introduce a constitutional amendment from the floor of the Annual Convention at any time prior to the final vote of the Constitution & Bylaw Committee's report by submitting such resolution in writing to both the Convention Chair and Convention Secretary, provided that such resolution has garnered the written support of no fewer than twenty accredited delegates representing at least four different chartered chapters. Any amendment so submitted pursuant to this Section shall immediately be considered by the Annual Convention following the announcement of the final decision on the Constitution & Bylaws Committee's report, unless such amendment duplicates or reintroduces debate on an amendment previously decided in debate on the report.

Section 15: Resolutions Generally. The Resolutions Committee shall be responsible for and have full drafting authority in the process of producing a report recommending resolutions for the consideration of the Annual Convention. The Resolutions Committee shall consider proposed resolutions referred to it from the general membership of the Virginia Young Democrats, but no such resolutions received later than a week before the Annual Convention shall be considered by the Resolutions Committee. At each Annual Convention, the Chair of the Resolutions Committee shall present and thereby move the adoption of the committee's report. Each resolution recommended in the Resolutions Committee's report shall then be debated and considered individually. A resolution may, in the course of such debate, be struck and replaced in its entirety, only if the replacement resolution is germane to the initial resolution being debated. A resolution may be struck outright by the Annual Convention. Following consideration of each resolution of the report, the Annual Convention may then consider the report as a whole or individually, as the Standing Rules may provide.

Section 16: Resolutions Report. The report of the Resolutions Committee shall be considered before any amendments from the floor shall be taken up. Any accredited delegate may introduce a resolution from the floor of the Annual Convention at any time prior to the final vote of the Resolution Committee's report by submitting such resolution in writing to both the Convention Chair and Convention Secretary, provided that such resolution has garnered the written support of no fewer than twenty accredited delegates representing at least four different chartered chapters. Any resolutions so submitted pursuant to this Section shall immediately be considered by the Annual Convention following the announcement of the final decision on the Resolution Committee's report, unless such resolution duplicates or reintroduces debate on a resolution previously decided in debate on the report.

Section 17: Awards Generally. The Awards Committee shall be responsible for producing a report, subject to guidelines issued by the Executive Committees, which shall recognize honorees such as outstanding members of the Virginia Young Democrats, exceptional chartered chapters, and performers of exemplary service to Virginia Young Democrats. Nominations shall be received by the Awards Committee until the Annual Convention is first called to order. The Awards Committee shall meet and deliberate Executive Session to draft its report, but the content of the report, including the name of the honorees and their respective awards, shall be written and considered non-privileged information after the Awards Committee has reported to the Annual Convention. No member of the Awards Committee shall be considered for or shall receive any award for an individual, but the committee may in all cases consider and report an award recognizing the service of the outgoing President of the Virginia Young Democrats.

Section 18: Steering Generally. The Steering Committee shall be responsible for planning, scheduling, and implementing the Annual Convention, subject to guidelines issued by the Executive Committee, as well as to ensure compliance with this Constitution and the rules of the Annual Convention and to provide administrative support in running the Annual Convention. The membership of the Steering Committee shall be composed of the following individuals, or their designees if they are running for an elected office as enumerated in Article III of this Constitution or if they otherwise wish to designate someone to perform their duties: the President, the chapter chair(s) of the chapter(s) hosting the Annual Convention, the chairs of each committee of the Annual Convention enumerated in Section 4 of this Article, the officers of the Annual Convention enumerated in Section 20 of this Article, up to three appointees designated by the host chapter(s) president(s) at their sole discretion, and up to three additional appointees appointed by the President at their sole discretion. No person may exercise more than one vote on the Steering Committee by virtue of holding multiple offices entitling them to a seat on the committee, but such disability shall not prohibit them from designating another person to serve in their stead. The President or their designee shall serve as Chair of the Steering Committee *ex officio*.

Section 19: Committee Records. The chairs of all the Annual Convention committees shall maintain all records pertaining to the non-privileged deliberations and acts of their respective committees and shall transmit all such records to the Secretary of the Virginia Young Democrats no later than forty-eight hours after the adjournment of the Annual Convention. The Secretary shall retain all such records for not less than the last five Annual Conventions and shall make

them available for inspection in a reasonable time following a request from any member of the Virginia Young Democrats.

Section 20: Convention Officers. Each Annual Convention shall have as officers a Convention Chair, a Convention Secretary, and a Convention Parliamentarian. The Steering Committee may provide for further offices it deems necessary, to which the President shall have the power to appoint officers without need for confirmation. The Convention Chair shall preside over all business of the Annual Convention in a manner not inconsistent with this Constitution, any bylaws of the organization, the Rules of the Annual Convention, or with the current edition of Robert's Rules of Order Newly Revised. Until the convention elects permanent officers pursuant to a simple majority vote, the President, or the President's designee, shall serve as the temporary Convention Chair; the Secretary, or the Secretary's designee, shall serve as the temporary Convention Secretary; and the Parliamentarian, or the Parliamentarian's designee, shall serve as the temporary Convention Parliamentarian.

Section 21: Convention Delegates. Each chartered chapter shall have the authority to determine the manner in which its delegates and delegation chair is chosen, consistent with that chapter's bylaws and with this Constitution. Any member of a chartered chapter who registers for and is present at an Annual Convention shall be considered a part of that chapter's delegation, but only accredited delegates shall have the privileges to speak, vote, or make motions at the Annual Convention. Accredited delegates shall be those delegates meet one of the following conditions:

- i. Are voting members of a currently chartered club and are recognized by that chapter's delegation chair as a duly chosen delegate pursuant to the chapter's selection process;
- ii. Are individuals not eligible to be a member of any chartered chapter within fifty miles of their residence but has submitted a compliant charter application pursuant to Article V Section 5 of this Constitution;
- iii. Are persons who have been granted the privilege of the floor by a two-thirds vote of those present and voting at the ongoing Annual Convention.

Section 22: Convention Vote Allocation. Subject to any sanctions of the Credentials Committee ordered pursuant to this Article, each chartered chapter shall be entitled to the total number of votes provided for in this Section for each question at each annual Convention. No chartered chapter shall be entitled to more votes than are possible by obtaining the maximum number of votes provided for in this Section. Each chartered chapter's votes shall be apportioned equally among its delegates to the Convention. Notwithstanding any other provision of this Section, no individual delegate shall cast more than five votes if the delegate is representing a chapter whose membership area, as defined in its bylaws, includes any part of the region in which the Annual Convention is located, or more than 10 votes if the delegate is representing any other chapter. No delegate's votes shall be directed by any other person or group. Each person qualified to vote under Article V Section 20 of this Constitution shall be entitled to one vote. Allocation of votes shall be assessed as follows:

- i. Based on the membership totals in the approved report of the Credentials Committee, the largest 20 percent of chartered chapters shall each receive 20 votes, the next largest 20 percent of chartered chapters shall each receive 15 votes, the next largest 20 percent of chartered chapters shall each receive 10 votes, the next largest 20

- percent of chartered chapters shall each receive 7 votes, and the smallest 20 percent of chartered chapters shall each receive 5 votes. It shall be at the discretion of the Credentials Committee to determine the number of chapters within each classification.
- ii. Each chartered chapter shall receive three votes, up to a maximum of 9 votes under this subsection, for each meeting of the Council of Presidents attended by the chapter's president, or the chapter president's designee, since the last Annual Convention, as certified in writing by the Chair of the Council of Presidents to the Credentials Committee. For the purposes of this subsection, attendance may include in-person or virtual, contemporaneous participation through an online medium.
  - iii. Each chartered chapter shall receive six votes, up to a maximum of 24 votes under this subsection, for each campaign of a Democratic nominee or Democratic endorsee for public office for which the chapter held an official campaign participation event since the last Annual Convention, as certified in writing to the Credentials Committee by any of the following:
    - a. The candidate campaigned for;
    - b. An official of the candidate's campaign;
    - c. A member of the Board of Directors who was also in attendance;
    - d. Representatives of an allied organization, as determined by the Credentials Committees.
  - iv. Each chartered chapters shall receive four votes, up to a maximum of 12 votes under this subsection, for each charitable or philanthropic event for which their chapter held an official participation event since the last annual convention. Each event shall have been held on a different calendar day. A certifying official, other than the candidate, may not be a member of the chartered chapter unless every other official listed in this section is a member of the chartered chapter. Official participation events must be certified in writing to the Credentials Committee by any of the following:
    - a. A representative of the charitable organization who benefitted from the event;
    - b. A member of the Executive Board who was also in attendance;
  - v. Each chartered chapter shall receive five votes for maintaining an up-to-date, official chapter web site or social media presence, as determined by the Credentials Committee.
  - vi. Each chartered chapter shall receive five votes for maintaining its membership information in a central database established by the Secretary of the Virginia Young Democrats, and the submission of a chapter's membership roster pursuant to Article VII, Section 5, Subsection iii of this Constitution shall not satisfy this subsection.
  - vii. Each chartered chapter shall receive two votes for each of the last two immediate past Annual Conventions at which the chapter was granted a charter and attended.
  - viii. Each newly chartered chapter, which has not been chartered in any of the previous four calendar years, as certified by the Secretary of the Virginia Young Democrats, shall receive four votes. No chapter may receive votes under both this subsection and subsection vii of this section.

- ix. Each chartered chapter shall receive five votes if the chapter's charter application met the appropriate deadline for the application specified in Article VII, Section 4 of this Constitution.

## **Article VI: Committees**

Section 1: Types of Committees. The Virginia Young Democrats shall have standing and select committees. Standing committees shall exist continuously without need for reauthorization and must be defined in this Constitution or by parliamentary motion adopted by the Board of Directors. Select committees shall have a specific purpose and shall exist until the completion of such or until the next Annual Convention, whichever is sooner. Select committees may be established by parliamentary motion adopted by the Executive Committee. Members of committees shall be removable at will by the President or upon a parliamentary motion adopted by the Board of Directors or the Executive Committee. Appointees to any standing of the Virginia Young Democrats not serving *ex officio* shall continue in their service until thirty days following an Annual Convention or until replacement appointees have been duly confirmed.

Section 2: Judicial Committee. There shall be a standing committee, known as the Judicial Committee, which shall be responsible for investigating violations of this Constitution and any bylaws of this organization, recommending any disciplinary actions involving officers or members, and resolving ambiguities in interpreting this Constitution. The Judicial Committee shall be chaired by the Parliamentarian, who shall be an *ex officio*, non-voting member, the Secretary shall be the vice chair *ex officio*, and the Chair of the Council of Presidents shall serve *ex officio*. The membership of the Judicial Committee shall be further composed of one member from each Regional Caucus, nominated by their Region's chair, and two members from each of the College and High School Caucuses irrespective of region nominated by the chairs of College and High School Caucuses. If any of the foregoing parties fail to nominate members for the Judicial Committee within fourteen days of the most recent Annual Convention, the President shall make such nominations. Confirmation of appointed members of the Judicial Committee shall be subject to by a majority vote of both the Board of Directors and the Council of Presidents. The Judicial Committee shall establish and maintain an accessible, standard procedure for reporting any violations of this Constitution or any bylaws of this organization.

Section 3: Budget Committee. There shall be a standing committee, known as the Budget Committee, which shall be responsible for making recommendations concerning the financial operations of the Virginia Young Democrats. The Finance Director shall serve as the Committee chair *ex officio*, and the Treasurer shall serve as the vice chair *ex officio*. The Budget Committee shall be further composed of the chairs of the City/County Caucus, the College Caucus, and the High School Caucus, and no more than six appointees, one from each region, and such appointees shall be nominated by the President and confirmed by a majority vote of the Board of Directors. It shall be the duty of the Committee to prepare a budget for the coming fiscal year following an Annual Convention, beginning the first day of June each year which shall be the start of this organization's fiscal year. The Budget Committee shall solicit requests for budget allocations from the Board of Directors no later than the first day of May. The Budget Committee shall present the proposed budget to the Board of Directors no later than the last day of May annually. The recommended budget shall include anticipated revenues and expenditures

and shall clearly state the officer, chair, or other position responsible for overseeing each line of expenditures. The Budget Committee shall meet prior to one Executive Committee meeting each quarter to review the budget and shall have the authority to investigate alleged budget irregularities, and it shall provide quarterly updates to the Board of Directors on the state of the budget.

Section 4: Membership Committee. There shall be a standing committee, known as the Membership Committee, which shall be responsible for coordinating the retention and promotion of existing chapters, for aiming to establish new chapters, and for formulating outreach guidelines and plan to increase participation by under-represented members of our pluralistic community. The Membership Director shall serve as Chair of the Membership Committee and the Outreach Director shall serve as vice chair. The membership of the Membership Committee shall further be composed of the High School Caucus Chair, College Caucus Chair, City/County Caucus Chair, Advocacy Chair, Chair of the Council of Presidents, and the Regional Caucus Chairs of the Virginia Young Democrats. The Membership Committee shall establish a goal and plan for chapter growth no later than the first date of July each year following an Annual Convention.

Section 4: Advocacy Committee. There shall be a standing committee, known as the Advocacy Committee, which shall be responsible for coordinating the policy outreach efforts and establishing the policy agenda of the Virginia Young Democrats. A chair elected from among and by the Identity Caucuses shall serve as the Chair of the Advocacy Committee, the Policy Director shall serve as vice chair *ex officio*, and the committee shall further be composed of the chairs of the Issue and Identity Caucuses, the City/County Caucus Chair, the College Caucus Chair, and the High School Caucus Chair. The Advocacy Committee shall be responsible for developing the legislative agenda for the Virginia Young Democrats, creating political outreach materials for dissemination to chapters, coordinating political events with allied constituency organizations and causes, and planning the Virginia Young Democrats Annual Lobby Day. This Committee will meet at least once a quarter.

Section 5: Access to Committee Meetings. All committee meetings of the Virginia Young Democrats shall be open to all its members unless otherwise restricted by this Constitution or pursuant to authority granted under the parliamentary authority adopted by this organization.

Section 6: Committee Bylaws. No later than sixty days following each Annual Convention, each committee, whether standing or special, shall duly ratify and transmit to the Executive Committee for its approval bylaws which shall not be inconsistent with this Constitution, or inconsistent with any standing rules of this organization, or with the Democratic Party Plan of Virginia. The Executive Committee may prescribe bylaws for any committee that fails to meet the requirements of this Section.

## **Article VII: Chapters**

Section 1: Minimum Member Requirements. Any group of five or more individuals may apply to the Virginia Young Democrats to become a chartered club. Chartered clubs shall be autonomous

and may operate in any manner not inconsistent with this Constitution, any bylaw of this organization, or the Democratic Party Plan of Virginia.

Section 2: Antidiscrimination Requirement. No person shall be denied membership in the Virginia Young Democrats or in any of the chartered chapters of the Virginia Young Democrats on the basis of race, ethnicity, gender, gender identity, religion, economic status, national origin, sexual orientation, disability, immigration status or voting eligibility.

Section 3: Primary Chapter Membership. Any person claiming membership in more than one chartered chapter must designate a single chartered chapter as their primary chapter for purposes of membership in the Virginia Young Democrats. No person may claim membership to more than one chartered chapter at any Annual Convention. However, any person may be a voting member of more than one chartered chapter for the purposes of those chapters' autonomous business, provided that such action is not inconsistent with this Constitution, any bylaw of this organization, the Democratic Party Plan of Virginia, or the governing bylaws of the respective chapters to which the person claims membership.

Section 4: Chartering Generally. Charters may be granted to applying chapters by a majority of an Annual Convention or, between such conventions, by a majority vote of the whole number of the Executive Committee. Each chapter shall retain its charter until the next Annual Convention when charters are next to be considered, unless action is taken pursuant to this Article to revoke a charter. Applications for a charter must be received by the Credentials Committee at least seven days prior to the Annual Convention at which they are to be considered or at least two days prior to the meeting of the Executive Committee at which they are to be considered.

Section 5: Chartering Applications. Each charter application must include the items enumerated in this Section, which items must be provided in a written format designated by the Chair of the Credentials Committee for the forthcoming Annual Convention. The Chair of the Credentials Committee shall designate at least one approved written format for each item enumerated in this Section no later than six weeks before each Annual Convention, which formats shall be communicated to the president of each currently chartered club and to each member of the Executive Committee. The items required for an application for a charter with the Virginia Young Democrats shall be as follows:

- i. A list of all officers of the chapter that includes their name, electronic mail address, phone number, and the date on which their terms shall expire;
- ii. A copy of the chapter's constitution and/or bylaws;
- iii. A list of all the members of the chapter who have been active in the last three years which shall be proper only if it includes the following (with the exception of subsection (e) which shall be optional):
  - a. The first and last name of each member;
  - b. The electronic mailing address of each member;
  - c. The phone number (including area code) of each member;
  - d. The date of birth (including month, day, and year) of each member;
  - e. Optionally, the mailing address of each member (including city, state, and zip code), may be included to;

- iv. An Outreach Plan that describes how the chapter will be accessible to all interested parties and its community generally and how it will grow its membership generally and particularly with respect to underrepresented Young Democrats;
- v. If the chapter application is from a high school, college, or university chapter, then also the first and last name of any faculty or staff advisors, their electronic mailing address and phone number.
- vi. If the charter application is from a high school, then the members listed in subsection (iii) shall not be required to include a phone number.

Section 6: Chartering Submission Due Date. The timely receipt of any charter application that has the information outlined in this Article shall cause it to be heard at the next Annual Convention or the next meeting of the Executive Committee for consideration as to whether the charter should be granted. However, no charter application may be considered nor a charter granted to any chapter that owes \$100.00 or more in debts to the Virginia Young Democrats. Debts shall be assessed by the Executive Committee, but such assessment shall be subject to revision by a simple majority of the delegates present and voting at an Annual Convention.

Section 7: Affiliation Requirements. No charter may require any member or officer to be affiliated with any other organization, except that this Section shall not be construed to prohibit a chapter from requiring its members or officers to be members of the Democratic Party or adhere to its principles, nor shall this Section be interpreted to prohibit the requirement of service in any *ex officio* offices in any organ of the Democratic Party.

Section 8: Charter Revocation. The Executive Committee may revoke the charter of any club for cause by a two-thirds vote of the whole number of its members at a meeting for which the chapter's leadership has been given at least two weeks' prior notice and at which the chapter's leadership has been afforded an opportunity to be heard. Causes for which the Executive Committee may revoke a charter shall include and be limited to any of the following:

- i. Repeated and/or pervasive violations of this Constitution or any of the bylaws of the Virginia Young Democrats, including but not limited to the Virginia Young Democrats Code of Conduct;
- ii. Conduct injurious to the good name of the Virginia Young Democrats;
- iii. Use or implication of the name or resources of the Virginia 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;
- iv. Active opposition to any Democratic nominee or endorsee for public office.

## **Article VIII: Caucuses**

Section 1: Caucuses Generally. There shall be certain Constituency, Identity, and Regional Caucuses of the Virginia Young Democrats, which shall elect a chair, a vice chair, and a secretary from among its members by a majority vote of the caucus at an Annual Convention or within thirty days following such a convention, in the case of the latter such election shall be conducted in a manner established by the bylaws of the caucus. No person may be elected or appointed to an office in any caucus who is not eligible to be a member of that caucus.

Section 2: Caucus' Bylaws. All caucuses of the Virginia Young Democrats shall establish bylaws and rules necessary for their operation, which shall be subject to the approval of the Executive Committee, and which must be submitted to the Executive Committee for its review no later than sixty days following its elections at an Annual Convention or at another such date as provided in this Article. All bylaws submissions to the Executive Committee from the caucuses of the Virginia Young Democrats shall be accompanied with a list of the current officers and their end date of their terms as well as a roster of members which shall be complete only if it includes:

- i. The first and last name of each member;
- ii. The electronic mailing address of each member;
- iii. The phone number (including area code) of each member;
- iv. The date of birth (including month, day, and year) of each member;
- v. Optionally, the mailing address of each member (including city, state, and zip code), may be included to;

Section 3: Constituency Caucuses Defined. There shall be Constituency Caucuses, which shall be the City/County Caucus, the College Caucus, and the High School Caucus.

- i. Members of the Virginia Young Democrats who are less than twenty years of age and/or who are presently enrolled in a secondary education facility working towards a high school diploma shall be eligible for membership in the High School Caucus. The President and Vice President of the Virginia High School Democrats shall serve as the Chair and Vice Chair of the High School Caucus, respectively, and any other officers of the Virginia High School Democrats shall serve in the same office *ex officio* for the High School Caucus.
- ii. Members of the Virginia Young Democrats who are pursuing a degree at an institution of higher learning shall be eligible for membership in the College Caucus. The President and Vice President of the Virginia College Democrats shall serve as the Chair and Vice Chair of the College Caucus, respectively.
- iii. Members of the Virginia Young Democrats who are members of any chartered chapter of the Virginia Young Democrats shall be eligible for membership in the City/County Caucus.

Section 4: Membership Committee Appointment. The Chairs of each Constituency Caucus shall serve on the Membership Committee and, with the assistance of the Membership Director, shall engage in efforts to increase the number of chartered chapters within their constituency.

Section 5: Constituency Caucus Chair Updates. Each Constituency Caucus shall be responsible for maintaining an up-to-date list of every city and county, college and university, and high school in Virginia for their respective constituencies. Such lists shall indicate whether there exists a Democratic youth organization in those communities, whether such organizations are currently or were formerly chartered with the Virginia Young Democrats, and the current contact information for the leadership of such organizations. The Constituency Caucus Chairs shall communicate any such changes in writing to both the Membership Director and the respective Regional Caucus Chair for each such chapter.

Section 6: Identity Caucuses Generally. There shall be Identity Caucuses, which shall be the Asian & Pacific Islander Caucus, the Black Caucus, the Environmental Caucus, the Indigenous Caucus, the Latino Caucus, the Southwest Asian and North African Caucus, the LGBTQIA+ Caucus, the Disability Caucus, the Rural Caucus, the Labor Caucus, and the Women’s Caucus. The Identity Caucuses shall work to grow membership in the Virginia Young Democrats through their respective caucuses and shall work to inform the Virginia Young Democrats of legislative or other noteworthy developments of import for their caucus members.

Section 7: Regional Caucuses Generally. There shall be six Regional Caucuses and members of the Virginia Young Democrats shall be members of the Regional Caucus comprising their chapter. Members of a Regional Caucus must be a resident of the region represented by their Regional Caucus. The following shall be the Regional Caucuses of this organization:

- i. The Northern Region, which shall consist of the cities of Alexandria, Fairfax, Falls Church, Fredericksburg Manassas, and Manassas Park; and the counties of Arlington, Culpeper, Fairfax, Fauquier, Loudoun, Prince William and Stafford.
- ii. The Valley Region, which shall consist of the cities of Buena Vista, Covington, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester; and the counties of Alleghany, Augusta, Bath, Botetourt, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah, and Warren.
- iii. The Southwest Region shall consist of the cities of Bristol, Galax, Norton, Radford, Roanoke, and Salem; and the counties of Buchanan, Bland, Carroll, Craig, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Patrick, Pulaski, Roanoke, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.
- iv. The Southeast Region shall consist of the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; and the counties of Accomack, Gloucester, Isle of Wight, James City, Matthews, Northampton, Southampton, Surry, Sussex, and York.
- v. The Southside Region shall consist of the cities of Bedford, Charlottesville, Danville, Emporia, Lynchburg, and Martinsville; and the counties of Albemarle, Amherst, Appomattox, Bedford, Brunswick, Buckingham, Campbell, Charlotte, Cumberland, Fluvanna, Franklin, Greene, Greensville, Halifax, Henry, Lunenburg, Mecklenburg, Nelson, Pittsylvania, and Prince Edward County.
- vi. The Central Region shall consist of the cities of Colonial Heights, Hopewell, Petersburg, and Richmond; and the counties of Amelia, Caroline, Charles City, Chesterfield, Dinwiddie, Essex, Goochland, Hanover, Henrico, King and Queen, King George, King William, Lancaster, Louisa, Madison, Middlesex, New Kent, Northumberland, Nottoway, Orange, Powhatan, Prince George, Rappahannock, Richmond, Spotsylvania and Westmoreland County.

Section 8: Regional Caucus Voting Membership. No person may be a voting member of more than one Regional Caucus at an Annual Convention.

Section 9: Regional Caucus Leadership. The Chair and Vice Chair of any Regional Caucus shall not be members of the same chapter unless every member of the Regional Caucus, at the time of election for the caucus, is then a member of the same chapter. No election for any Regional Caucus conducted outside an Annual Convention shall be valid unless the meeting at which the election takes place is held in a municipality that composes the region.

Section 10: Vacancies of Caucus Leadership. In the event of any vacancies in the leadership of any caucus, the process to fill such shall be conducted pursuant to the bylaws of such caucus or, in the absence thereof, pursuant to order of the Executive Committee. In the event a caucus becomes dormant, which shall be when it lacks any officer elected by its membership, the Executive Committee shall be empowered to select a chair by parliamentary motion.

## **Article IX: Appropriations**

Section 1: Appropriations Generally. No appropriation made from the funds under the control of the Virginia Young Democrats shall be drawn from the treasury except as authorized by the Board of Directors acting in accordance with this Article or as provided under the other sections of this Article.

Section 2: Budget. The Board of Directors shall annually review budget recommended by the Budget Committee and shall be responsible for approving the budget by a three-fifths majority of those members present and voting. The recommended budget shall include anticipated revenues and expenditures and shall clearly state the officer, chair, or other position responsible for overseeing each line of expenditures. The Board of Directors shall regularly review the status of the budget and may at any meeting order supplemental briefing from the Budget Committee. Any supplemental appropriations shall be made via a parliamentary motion to amend the budget.

Section 3: Executive Committee Power to Specially Revise Budget. The Executive Committee shall be empowered to revise the budget approved by the Board of Directors in a total amount not to exceed \$10,000 in a given quarter of the fiscal year, provided that notice specifying good cause as to the basis of the revision is transmitted to the Board of Directors no less than forty-eight hours after such action.

Section 4: Emergency Presidential Expenditures. The President shall be empowered to make emergency appropriations of minor expenditures not to exceed \$1,000, at a frequency of no more than four times a quarter.

## **Article X: Endorsements**

Section 1: Endorsements Prohibited. Neither the Virginia Young Democrats nor any organ of the Virginia Young Democrats may make any endorsement in a partisan race in which the Democratic nominee or endorsee has not yet been ascertained by the method specified for that race. Neither the Virginia Young Democrats nor any organ of the Virginia Young Democrats may make any endorsement for any candidate in a race in which there is a Democratic nominee or endorsee for public office that is not the Democratic nominee or endorsee. Neither the Virginia Young Democrats nor any organ of the Virginia Young Democrats may make any endorsement

for any race for office in the Democratic Party of Virginia during its reorganization process or officer elections held at any level of the Democratic Party of Virginia.

Section 2: Endorsements Allowed. The Virginia Young Democrats and any of its organs may be empowered to endorse only the Democratic nominees or any presumptive Democratic nominees for partisan races in the Commonwealth of Virginia. In non-partisan elections the Virginia Young Democrats and any of its organs may endorse candidates whose values align with those of the Democratic Party of Virginia and the Virginia Young Democrats, but that if a local Democratic Committee has made an endorsement in such race, neither the Virginia Young Democrats nor any of its organs may endorse anyone who is not the aforementioned endorsee. Any such endorsements under this Section by the Virginia Young Democrats shall be pursuant to a two-thirds vote of the Board of Directors acting upon a parliamentary motion specifying the nature of such endorsement.

Section 3: Legislative Endorsements. The Virginia Young Democrats may be empowered to endorse and advocate for legislative priorities that align with the principles of this organization and the values of its membership. Any such endorsements under this Section by the Virginia Young Democrats shall be pursuant to a two-thirds vote of the Board of Directors acting upon a parliamentary motion specifying the nature of such endorsement. No organ of the Virginia Young Democrats may make any endorsements on any legislative by or before the General Assembly unless the Board of Directors has first made an endorsement pursuant to this Section.

## **Article XI: Disciplinary Proceedings**

Section 1: Grounds for Disciplinary Action. Each of the following shall constitute grounds for disciplinary action to be taken against any officer or member of the Virginia Young Democrats:

- i. Violation of this Constitution or of any bylaws of the Virginia Young Democrats, including but not limited to the Virginia Young Democrats Code of Conduct, or of the Young Democrats of America Code of Conduct.
- ii. Malfeasance, misfeasance, or nonfeasance of duties.
- iii. Conduct injurious to the good name of the Virginia Young Democrats.
- iv. Use or implication of the name or resources of the Virginia 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.
- v. Active opposition to any Democratic nominee or endorsee for public office.

Section 2: Initiating Disciplinary Action. Any and all violations of this Constitution, of any bylaws of Virginia Young Democrats, or of the Code of Conduct shall be reported to the Judicial Committee. The Judicial Committee shall have exclusive authority, decided by a simple majority, to decide whether to open an investigation into any complaint referred to it by any officer or member of this organization for the purposes of disciplinary action. No disciplinary action may commence without the Judicial Committee opening an investigation into a complaint. During the pendency of the investigation, the Judicial Committee must notify the accused of the charges against them and seek any testimony the accused may wish to offer in their defense.

Section 3: Process for Lesser Sanctions. If after the Judicial Committee has concluded its investigation it determines that disciplinary action short of revocation of membership, a ban from membership, a suspension of office in excess of sixty days, or removal from office is appropriate, decided by a simple majority vote, then the Chair of the Judicial Committee, or their designee, must present to the Executive Committee a brief statement naming the individual or individuals charged, explaining the charges against them and the recommendation of the Judicial Committee in response thereto.

Section 3: Process for Major Sanctions. If after the Judicial Committee has concluded its investigation it recommends that revocation of membership, a ban from membership, or removal from office is the appropriate sanction, it must approve a written indictment, decided by a simple majority vote, detailing the nature of the charges against the accused, the details of the investigation, any evidence collected related to the charges—whether incriminating or exculpatory—the conclusions of the investigation, and any recommended disciplinary actions to be taken. Such written indictment shall be provided to the Executive Committee and the accused at least ten calendar days prior to the meeting at which the Executive Committee shall conduct a hearing on whether to accept or dismiss the indictment. At such hearing, the accused shall be entitled to present a defense and not more than five witnesses in support thereof. The Executive Committee shall be empowered to make additional rules as it deems necessary and proper to govern such hearings, provided that such rules are not in conflict with this Constitution.

Section 4: Approving Sanctions. If the Executive Committee chooses to accept the indictment, it shall then immediately proceed to determine what disciplinary action to take against the accused, but such action shall not be limited to the recommendation made in the Judicial Committee's report. The Executive Committee shall be empowered, pursuant to the procedure outlined in this Article, to impose disciplinary action including but not limited to censure, reprimand, a temporary or permanent ban from organizational activities or spaces, removal from elected or appointed office, revocation of honorary membership, or suspension of membership—provided that such suspension does not exceed thirty days—upon a vote of two-thirds of those members of the Executive Committee present and voting. Two-thirds of the whole number of the Executive Committee shall be necessary to impose the penalty of revocation of membership, the penalty of a ban from membership, the penalty of a suspension from membership for a period in excess of sixty days, or the penalty of removal from office. Any disciplinary action imposed by the Executive Committee pursuant to this Article may extend to the privileges and membership in any organ of the Virginia Young Democrats.

Section 5: Emergency Procedures. From time to time the Judicial Committee may find good cause to initiate emergency disciplinary action pursuant to this Section. To initiate proceedings pursuant to this Section, the Chair of the Judicial Committee shall convene the Judicial Committee on no more than twenty-four hours' notice but not less than two hours' notice and a live quorum call shall be required to ascertain that a two-thirds majority of the whole number of the Judicial Committee is present. The Judicial Committee shall then either proceed to an expeditious investigation and produce a written indictment approved by a simple majority, or, if it determines there is sufficient cause, it may forgo an investigation and approve a written indictment upon a two-thirds vote of the whole Judicial Committee. The Executive Committee and the accused shall be notified no less than twenty-four hours after approval of any written

indictment under this Section. The Executive Committee shall hold a special meeting to consider such indictment on no less than twelve hours' notice and no later than ninety-six hours after the indictment has been received. The Executive Committee shall conduct a hearing on the indictment in Executive Session, to which the accused may be present to offer a defense and present at most three witnesses in support thereof. If the Executive Committee accepts the indictment, for which a three-fourths affirmative vote of the whole Executive Committee shall be necessary, it may impose any penalty available to a deliberative body except revoking or banning the party's membership or removing the member from office. Any penalty of suspension, either from membership or from office, shall be effective for no longer than fourteen days unless extended by a subsequent three-fourths affirmative vote of the whole Executive Committee, but no further extension may be authorized in such proceedings.

Section 6: Confidentiality of Proceedings. All formal hearings involving disciplinary action shall take place in Executive Session unless the accused requests so requests to have the hearing outside Executive Session. If this Section is invoked, the hearing shall take place outside of Executive Session and shall be open to all members of the Virginia Young Democrats and all votes shall be publicly cast and recorded. If multiple parties are jointly indicted and do not all agree to have their hearing outside Executive Session, then separate hearings shall be conducted, one in Executive Session and one not, with the parties divided among such hearings pursuant to their invocation or not of this Section.\

Section 7: Notice of Final Action. Notwithstanding any provisions of this Article, the Executive Committee shall be empowered to authorize the President, or the President's designee, to notify the results of any disciplinary proceedings under this Article pursuant to a simple majority vote specifying the individuals to be reported to.

## **Article XII: Parliamentary Authority**

Section 1: Supremacy of this Constitution. This Constitution shall be the supreme governing document of the Virginia Young Democrats, and any other bylaw provision or subordinate charter which contradicts it shall be null and void. The Executive Committee shall have the power to enforce this Section by appropriate action.

Section 2: Parliamentary Guide. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Virginia Young Democrats in all cases to which they are applicable and in which they are not inconsistent with this Constitution, with any standing or special rule of the governing bodies of the Virginia Young Democrats, with the constitution or bylaws of any organ of the Virginia Young Democrats (such as chapters or caucuses), or with the Party Plan of the Democratic Party of Virginia.

Section 3: Resolving Interpretative Disputes. Whenever a disagreement as to the meaning or effect of this Constitution arises, the Judicial Committee shall sit as a Committee of the Constitution and shall have full power and authority to make any interpretation between reasonable variations of opinion of the interpretation. The interpretation of the Committee of the Constitution may be revised upon the concurrence of two-thirds of both the Board of Directors and the Council of Presidents. The Parliamentarian may provide written guidance as to any

interpretative matter of this Constitution or any bylaws of the Virginia Young Democrats or any of its organs, which guidance may be required to be required in writing by any elected officer of the organization. Such guidance from the Parliamentarian shall not be binding as to an interpretation of this Constitution unless approved of by the Judicial Committee sitting as a Committee of the Constitution but shall be persuasive authority only.

### **Article XIII: Bylaws**

Section 1: Authorization Generally. The Board of Directors may propose further bylaws for the Virginia Young Democrats to govern this organization as it deems necessary and proper and which are not inconsistent with this Constitution, the Party Plan of the Democratic Party of Virginia, or the Young Democrats of America Constitution, but such bylaws shall be not have effect until approved of by a simple majority of both the whole number of the Board of Directors and a simple majority of the whole number of the Council of Presidents.

Section 2: Authorization for Subordinate Parts. The Executive Committee may establish bylaws for any organ of the Virginia Young Democrats that fails to submit bylaws in a timely manner to the Executive Committee or may revise the bylaws of any organ of the Virginia Young Democrats that the Executive Committee finds to be in conflict with this Constitution.

Section 3: Code of Conduct. The Judicial Committee shall promulgate a Code of Conduct for this organization, which shall take effect upon the approval of a simple majority of both the whole number of the Board of Directors and a simple majority of the whole number of the Council of Presidents. The Judicial Committee shall, by the first day of September of each year, submit recommendations to the Board of Directors of amendments to the Code of Conduct, which amendments the Board of Directors and Council of Presidents shall consider within 30 days of receipt.

### **Article XIV: Amendments**

Section 1: Amendment by Committee Report. This Constitution may be amended by a two-thirds vote of any Annual Convention acting on the report of the Constitution & Bylaws Committee, which report must be approved by a two-thirds majority of the whole Constitution & Bylaws Committee. The Chair of the Constitution & Bylaws Committee may present and thereby move the adoption of the committee's report concerning recommended amendments to this Constitution, provided that such report clearly states the text of the Constitution to be amended and the text that would result if the amendment were to be ratified.

Section 2: Amendments from the Floor. At any Annual Convention any accredited delegate may introduce amendments to this Constitution provided that such amendments have the written support of no fewer than twenty accredited delegates of the convention representing at least four different chartered chapters, provided that such amendments from the floor of the Convention have been submitted to the Convention Chair and Convention Secretary prior to the announcement of the final decision on the Constitution & Bylaws Committee's report. No amendment that duplicates or reintroduces debate on an amendment previously decided by a vote on the Constitution & Bylaws Committee's report shall be introduced at the same Annual

Convention at which the report was voted on. Any amendments proposed pursuant to this Section shall be adopted only if approved by a two-thirds vote of the Annual Convention.

Section 3: Special Constitutional Conventions. This Constitution may be amended by a two-thirds vote of a special constitutional convention called for the sole purpose of amending or considering to amend this Constitution, which call shall be effective upon either a two-thirds vote of an Annual Convention, or of the whole Board of Directors or of the whole Council of Presidents. Such a special convention when called shall be held no later than six months after the call has issued. The rules and credentials governing the most recently held Annual Convention shall be in effect at any special constitutional convention held pursuant to this Section.

Section 4: Emergency Temporary Procedure for Temporary Amendments. This Constitution may be amended in extraordinary circumstances under the following procedure:

- i. First, two-thirds of the whole of the Council of Presidents must find that a special circumstance exists requiring prompt amendments to this Constitution.
- ii. Second, upon such a finding by the Council of Presidents, the Judicial Committee shall draft amendments to this Constitution for consideration by the Board of Directors and the Council of Presidents. Consideration of any such amendments shall occur no later than fourteen days following their recommendation by the Judicial Committee.
- iii. Third, any amendments proposed by the Judicial Committee under this Section shall be ratified and in effect until the next Annual Convention is adjourned only if approved by both two-thirds of the whole of the Board of Directors and two-thirds of the whole of the Council of Presidents. Any amendments made pursuant to this Section shall only be made permanent if ratified pursuant to one of the processes outlined in the preceding sections of this Article.

Adopted March 27, 1999, by Convention at Williamsburg, Virginia.

Amended March 25, 2000, by Convention at Roanoke, Virginia.

Amended March 31, 2001, by Convention at Norfolk, Virginia.

Amended April 13, 2002, by Convention at Fredericksburg, Virginia.

Amended March 29, 2003, by Convention at Harrisonburg, Virginia.

Amended March 27, 2004, by Convention at Arlington, Virginia.

Amended April 8, 2005, by Convention at Williamsburg, Virginia.

Amended March 25, 2006, by Convention at Richmond, Virginia.

Amended March 31, 2007, by Convention at Harrisonburg, Virginia.

Amended March 29, 2008, by Convention at Blacksburg, Virginia.

Amended March 28, 2009, by Convention at Charlottesville, Virginia.

Amended April 16, 2010, by Convention at Alexandria, Virginia.

Amended April 9, 2011, by Convention at Williamsburg, Virginia.

Amended March 31, 2012, by Convention at Richmond, Virginia.

Amended April 20, 2013, by Convention at Norfolk, Virginia.

Amended September 6, 2014, by Constitutional Convention at Fredericksburg, Virginia.

Amended March 21, 2015, by Convention at Fredericksburg, Virginia.

Amended April 7, 2018, by Convention at Charlottesville, Virginia

Amended April 16, 2021 by Convention held Virtually due to the COVID-19 Pandemic.  
Amended April 12, 2023 by Convention at Richmond, Virginia  
Amended March 29, 2025 by Convention at Harrisonburg, Virginia  
Amended March 28, 2026 by Convention at Norfolk, Virginia