Bylaws of the North Washoe DEMS – an Affiliate of the Democratic Party of Washoe County

Article I. – Name

The name of this organization is the North Washoe DEMS (NWD), an affiliate of the Democratic Party of Washoe County

Article II. –Purpose

Section 1. – The purposes of this organization are:

A. Advance the goals of the Democratic Party of Washoe County within the communities in Reno, Sparks and Washoe County

B. Provide a forum for the North Washoe DEMS community to share concerns and issues

C. Engage and mobilize people on an on-going basis to actively support Democratic candidates and issues of community concern

D. Build a long-term community of like-minded Democrats that will have a positive influence on the outcome of local, state and national elections

Section 2. – I f the North Washoe DEMS maintains a plan to accomplish their mission statement, a copy of the plan shall be provided to the Washoe County Democratic Central Committee.

Section 3. - -The organization shall report quarterly to the Washoe County Democratic Central Committee.

Section 4, - The Democratic Party of Washoe County Central Committee shall be considered the parent organization and the North Washoe DEMS must conform to the rules, bylaws and mission of the Democratic Party of Washoe County and the Nevada State Democratic Party.

Article III. –Steering Committee and Officers

Section 1. The North Washoe DEMS organization will be guided by a Steering Committee comprised of no less than 4 members.

Section 2. The Steering Committee officer positions shall be:

Chairperson

Vice Chairperson

Program Coordinator

Communications Coordinator

Technical Administrator

Secretary

Members at Large

These positions may be co-positions.

Section 3. Additional members may be appointed to the Steering Committee as deemed necessary to conduct the business of the North Washoe DEMS. The Steering Committee shall define the role(s) of any appointed member.

Section 4. Steering Committee officer roles are as follows:

A. Chairperson

1. The primary contact for the North Washoe DEMS

2. Represent the North Washoe DEMS at the Democratic Party of Washoe County
3. Ensure the smooth operation of the North Washoe DEMS by providing leadership and guidance of the Steering Committee
4. Set the Agenda and lead the Steering Committee meetings
5. Facilitate the general meetings

B. Vice Chairperson
   1. The secondary contact for the North Washoe DEM
   2. Represent the North Washoe DEMS at the Democratic Party of Washoe County when required
   3. Assist in the smooth operation of the North Washoe DEMS by providing leadership and guidance of the Steering Committee
   4. Set the Agenda and lead the Steering Committee meetings in the absence of the Chairperson
   5. Facilitate the general meetings

C. Program Coordinator
   1. Develop and implement the general meeting programs
      a. Identify topics of interest
      b. Invite speakers
      c. Secure meeting space and equipment if required
   2. Provide follow-up as necessary
   3. Provide general meeting details to the communications coordinator in a timely manner

D. Communications Coordinator
   1. Responsible for both internal and external communications
      a. Maintain the email distribution list
      b. Maintain Facebook posting if applicable
      c. Send out general meeting invitations
   2. Recruit, as needed, a public relations person to promote publicity using external media outlets

E. Technical Administrator
   1. Provide technical expertise regarding:
      a. Audio/video equipment requirements and potential solutions
      b. Electronic communications requirements and potential solutions
   2. Coordinate graphic design support, publicity and media requirements and potential solutions and upgrades to electronic data distribution/dissemination

F. Secretary
   1. Maintain attendance records
   2. Record the North Washoe DEMS business decisions
   3. Take minutes of the Steering Committee meetings if required
   4. Facilitate correspondence
   5. Act as general historian for the organization

G. Members at Large
   1. Suggest, solicit and/or contact candidates for potential speakers for monthly meetings
   2. Conduct any related tasks required and as specified by the Chairperson and/or Vice Chairperson
   3. Facilitate meetings, produce written materials, generate newsletters and related emails
   4. Perform miscellaneous tasks as required

Article IV. –Steering Committee and Officers

Section 1. The North Washoe DEMS general membership meetings shall be held once per month on the third Thursday of each month. The Program Coordinator, in coordination with the Steering Committee members, shall determine the location of these meetings.

Section 2. The North Washoe DEMS Steering Committee shall meet on a as needed basis, but not less than quarterly. The Chairperson shall call the meetings but any Steering Committee member may request a meeting of this group.

Article V. –North Washoe DEMS Membership

Section 1. A member of the North Washoe DEMS shall (a) be a registered member of the Democratic Party and living within Washoe County and (b) has completed a North Washoe DEMS contact form.

Article VI. –North Washoe DEMS Bylaws Amendments

Section 1. The North Washoe DEMS Steering Committee shall distribute proposed changes to the bylaws to their members one month prior to the meeting at which the bylaws will be presented for a vote to amend.

Section 2. These bylaws may be amended by a two-thirds vote of the members present at the scheduled meeting.