

Constitution of the Young Democrats of Utah

Adopted: November 15, 2003

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PREAMBLE

We, the Young Democrats of Utah, hereby dedicate ourselves to organizing young people in order to promote their interest and involvement in the political process and the Democratic Party. We strive to better our state and to promote the principles of equality, opportunity, social justice, and freedom within our society. As Democrats, we aim to promote the principles of the platforms of the Utah State Democratic Party and the Democratic National Committee. For these ends and upon these principles, we, the Young Democrats of Utah, do hereby associate ourselves and adopt this Constitution.

ARTICLE I - NAME

Section 1: The name of this organization will be the Young Democrats of Utah, hereinafter YDU.

Section 2: YDU shall affiliate with the Young Democrats of America, hereinafter known as YDA, and the Utah State Democratic Committee.

Section 3: YDU shall include two sub-caucuses: the High School Democrats of Utah and the Young Professional Democrats of Utah. Not all members of YDU are required to also maintain membership in a sub-caucus.

ARTICLE II - MEMBERSHIP

Section 1: Membership in YDU shall be open to residents of the State of Utah who have not yet attained 36 years of age and desire to advance the principles of the Utah Democratic Party.

Section 2: To be a voting member of YDU, you must be a resident of the state of Utah, a minimum of 14 years of age, and not attained 36 years of age, and registered with YDU through the Secretary.

Section 3: YDU does not exclude on the basis of race, color, ethnic identity, national origin, religion, economic status, gender, gender identity, sex, sexual orientation, or ability.

ARTICLE III - Executive Board

Section 1: The Executive Board shall consist of the following voting members: President, Vice President, Communications Director, Secretary, Treasurer, two National Committee Representatives, Young Professionals Caucus Chair, High School Caucus Chair, Events Director, and the current president or chair of each registered YDU chapter.

Section 2: Quorum to hold an official vote of the YDU Executive Board shall be a majority of currently serving Voting Members of the YDU Executive Board. If there is not a majority vote one way or the other, the motion will fail. If a vote is held via email or otherwise conducted electronically, the motion needs a majority of currently serving YDU Executive Board members voting in the affirmative to pass. An electronic vote can only be introduced by the President or Vice President.

Section 3: All official business of YDU will follow the latest edition of Robert's Rules of Order in Brief.

Section 4: The President, Vice President, Secretary, Treasurer, Communications Director, two National Committee Representatives, and Events Director shall be elected from among the general body of YDU.

Section 5: Each of the two (2) YDU sub-caucuses shall elect from among their membership a Chair to serve on the Executive Board.

Section 6: No voting member of the Executive Board shall concurrently hold any other voting Executive Board position. Members of the Executive Board may be allowed to simultaneously hold positions within local chapters of YDU.

Section 7: The voting members of the Executive Board may appoint other members of YDU to the Executive Board to fill roles and perform duties as needed. These appointed members will serve at the discretion of the elected members of the YDU Executive Board, and will be non-voting Executive Board members.

The Executive Board shall appoint a Parliamentarian to be an impartial, non-voting member of the Executive Board. The Parliamentarian will advise the Board according to the constitution and bylaws.

Section 8: Job Descriptions and Duties of each office shall be as follows:

Every Executive Board member shall raise funds for the sustainability and development for the Young Democrats of Utah under the direction of the President and Vice President.

President

- Speaks for organization
- Provides direction, theme, and message
- Establishes yearly goals
- Networks and builds relationships with other organizations and individuals
- Provides motivation, assistance, and guidance to all members, specifically the Executive Board
- Keeps Executive Board accountable in their positional duties
- Manages, develops, and works on recruitment strategies
- Works with Vice President and Treasurer on fundraising efforts
- Acts as liaison between YDU and Utah State Democratic Party
- Will distribute notice of YDU Executive Board meetings and agenda for the meeting at least 24 hours before the time of the meeting

Vice President

- Assists President as needed
- Fills the role of President when he/she is unavailable
- Works with Sub-caucus Chairs in achieving the goals of each caucus
- Keeps Sub-caucus Chairs accountable for their goals and duties
- Assists and provides coordination between the YDU Board and the caucuses
- Assists in setting the goals and carrying out action plans of YDU
- Oversees production and works with the President, Secretary, and sub-caucus Chairs to develop the YDU quarterly newsletter
- Conducts fundraising with the President and Treasurer

Secretary

- Keeps records and minutes of all meetings and functions of YDU
- Emails meeting minutes to all board members and posts minutes to the YDU website within 48 hours of every meeting
- Maintains and keeps current the contact list and database of all YDU members
- Works with the sub-caucus Chairs to organize contact lists and maintain charters for each chapter
- Works with the Communications Director to manage all emails and correspondence to YDU members
- Maintains charter of YDU with YDA
- Works with the Communications Director to maintain a calendar of YDU events

Treasurer

- Maintains record of all donations and expenditures
- Creates a yearly budget
- Balances the budget and gives monthly budget reports to Executive Board

- Serve as Chair of the Finance Committee
- Authorizes YDU expenditures
- Works with President and Vice President on fundraising efforts

Communications Director

- Develops all advertisements for YDU and YDU activities
- Designs fliers, posters, and YDU literature
- Maintains branding scheme while developing t-shirts, buttons, and other promotional goods and advertisements
- Develops, maintains, and keeps the YDU website current
- Works to develop press releases and other press related activities, including radio, television, print media and digital media
- Distributes all press materials to the media
- Produces layout and production of YDU newsletter
- Serves as chair of the Communications Committee

Events Director

- Directs the overall planning and strategy for live or virtual meetings and events for YDU
- Defines the goals, success metrics, and messaging for events with the President, Vice President, and Communications Director
- Develops planning standards, policies, and procedures
- Approves the final selection of venues, catering, technology, and other event support services
- Reviews and approves contracts and has overall responsibility for ensuring events stay within budget

National Committee Representatives

- Represent YDU on a national level
- Provide the Executive Board with quarterly updates on YDA
- Relay information from YDA to YDU
- Report on the progress of YDU to YDA
- Attend the Young Democrats of America national meetings
- Gather ideas from other states and share them with the Executive Board
- Advocate for the growth of the Democratic Party within Utah
- Build coalitions with neighboring states and regions to increase the membership of the Young Democrats
- Must attend 50% of all YDA national meetings unless arrangements are made and agreed upon by the YDU Board.
- Must be of different genders from one another.

Sub-caucus Chairs (High School and Young Professionals)

- Represents sub-caucus members on YDU board
- Acts as a liaison between YDU Board and sub-caucuses
- Oversees outreach and recruitment strategies and efforts for their respective sub-caucus
- Assists local caucus chapters with recruitment and membership efforts
- Reports to Executive Board on progress within sub-caucuses

Section 9: All Executive Board members are required to attend 80% of YDU Board meetings unless previous arrangements are made with the President and/or Vice President. At the will of the President, failure to meet this requirement may initiate impeachment proceedings in accordance with Article IX.

ARTICLE IV - Chapters of YDU

Section 1: Local chapters of YDU may apply to charter with YDU through the Secretary. Chapters must comply with this constitution and their bylaws must not conflict with this constitution. The geographic extent of a local chapter is to be determined by the Executive Board based on the application; chapters may consist of a single county, multiple counties, or a single institution of higher education.

Section 2: The application for new chapters shall include a constitution to govern the chapter. The constitution must include the diversity statement, which may include more than but not less than Article II Section 3 of this document. The constitution must also include a mechanism for general body meetings and provide for the regular democratic election of a Chair and Vice-Chair. The YDU Executive Board may require other constitutional provisions.

Section 3: An application must be submitted by two members of YDU in the proposed boundaries of the charter who will become the Chair and Vice-Chair until a general body election can be held.

ARTICLE V - General Body

Section 1: The YDU General Body will meet no less than four (4) times during the course of one (1) year.

Section 2: The YDU President shall put forth an annual agenda to be approved by the Executive Board which facilitates the goals of the organization. The agenda is to be approved no later than 30 days after the YDU Convention.

Section 3: The Executive Board will release a quarterly electronic newsletter updating the General Body with activities, goals, information, etc. via email and/or website.

ARTICLE VI - Elections and Term Lengths

Section 1: Election of the President, Vice President, Secretary, Treasurer, Communications Director, the two National Committee Representatives, and Events Director shall take place at a yearly Convention. Sub-caucus Chairs will be elected at the discretion of their individual caucuses at the same convention.

Section 2: The President and the two National Committee Representatives will serve two year terms. The Vice President, Secretary, Treasurer, Communications Director, Events Director, and Sub-caucus Chairs will each serve one year terms.

Section 3: The President and one National Committee Representative shall be elected to their two-year term at the Convention every odd year. The other National Committee Representative will be elected to their two-year term at Convention every even year. When elections are held to fill the position of a National Committee Representative, only candidates of a different gender than the other National Committee Representative whose term is not expiring may run for the position and be elected.

Section 4: Should both National Committee Representative positions be vacant and up for election simultaneously, all candidates who have properly filed to run for these positions shall appear on a single ballot. Each voter shall cast two votes on this ballot, with each vote required to be for someone of a different gender. The top-two candidates with the most votes of different genders shall be elected. Once elected, the two new National Committee Representatives shall use a game of chance to decide which of them fills the term ending in even-numbered years and which fills the term ending in odd-numbered years.

Section 5: Should there be a vacancy for any position on the Executive Board, the voting members of the Executive Board may appoint, through majority vote, an interim replacement until the next meeting of the YDU General Body.

ARTICLE VII - State Convention

Section 1: A State Convention shall be held each year during the second quarter of the year. The Executive Board is responsible for determining the time and location for the convention.

Section 2: The Secretary shall notify the general membership of YDU 30 days prior to the

YDU state convention of the location, time, and date of the YDU state convention. This notice shall include a list of offices to be elected at this convention.

Section 3: All candidates for YDU offices must be voting members of YDU in accordance with Article II, Sections 1 & 2. Candidates must file for candidacy with YDU at least 7 days prior to the YDU state convention.

Section 4: Ballots will be counted by a committee established by the YDU Executive Board. In case of a tie, a runoff election will be held. If a tie exists after a second election, the winner will be determined by a game of chance.

ARTICLE VIII - Constitutional Amendments & Bylaws

Section 1: Amendments to this constitution must be submitted in writing to the President or Vice President at least two weeks (14 days) prior to the general body meeting at which the amendment will be considered. The President is then obligated to call for an Executive Board meeting between 14 days and 7 days prior to the general body meeting (if no meeting is already scheduled), at which time the Executive Board must vote on the amendment. The amendment will be considered approved if two-thirds (2/3) of the Executive Board and two-thirds (2/3) of the general body (in attendance) vote in favor of the amendment.

Section 2: If the Executive Board fails to pass a proposed amendment, any member of the General Body may propose an identical amendment during the following meeting of the general body. This amendment must be approved by 3/4 of the general body (in attendance) in order to override the decision of the Executive Board. The proposed amendment must be submitted to the Executive Board at least one week prior to the next general body meeting. The President is required to then place the amendment on the agenda for that general body meeting.

Section 3: Bylaws may be proposed by any member of the YDU Executive Board and will be passed if a majority of all voting members, with the President voting in the affirmative, approve them. Two-thirds (2/3) of all voting members may pass a bylaw with the President voting in the negative. Proposed bylaws must be presented in writing before a vote. The General Body will be notified of passed bylaws in the YDU newsletter.

Section 4: If a petition is presented signed by five or more YDU members, not on the Executive Board, is presented to the Executive Board in protest to a passed bylaw, that bylaw will be frozen until the next meeting of the General Body. At the next meeting of the General Body, the bylaw may be proposed and can go into effect with a majority vote of those present. Failed bylaws may be proposed again in the next quarter.

ARTICLE IX - Impeachment

Section 1: Procedures for impeachment will be as follows:

- A. Any person holding an elected office within YDU may be impeached if found guilty of failure to adequately perform his or her duties as outlined in Article III, Section 8.
- B. The accused party shall be notified in writing of the charges against them no less than fifteen days (15) prior to the Executive Board meeting in which the impeachment will be discussed.
- C. A two-thirds (2/3) vote of the members of the Executive Board who are not charged with negligence shall be necessary to remove an individual from office.

Section 2: The Executive Board reserves the right to remove anyone from an appointed position. Procedures for removal will be as follows:

- A. Any person holding an appointed office within YDU may be removed if found guilty of failure to adequately perform his or her duties.
- B. The person shall be notified in writing of the charges against them no less than fifteen days (15) prior to the Executive Board meeting in which the impeachment will be discussed.
- C. A two-thirds (2/3) vote of the members of the Executive Board who are not charged with negligence shall be necessary to remove an individual from office.

Section 3: Sub-caucus Chairs shall be impeached and subsequently removed from the Executive Board at the discretion of their individual caucuses. Sub-caucus Chairs may also be impeached and removed from office in accordance with Article IX, Section 1. If a Sub-caucus Chair is impeached and removed from the YDU Executive Board, they will no longer serve as the Chair of their Sub-caucus.

Bylaws of the Young Democrats of Utah

Preamble

The Young Democrats of Utah serves to support and promote interest and involvement in the political process and the Democratic Party. Therefore, pursuant to the Constitution of the Young Democrats of Utah, the Executive Board does hereby adopt this set of Bylaws for the governance of the YDU in conjunction with the Constitution of the Young Democrats of Utah.

Article I – Meetings

Section 1. Meetings of the General Body.

- 1) The YDU General Body will meet no less than 4 times in 1 calendar year.
- 2) Meetings of the General Body will be open to membership, as defined by Article II of the YDU Constitution, and their guests, as well as invited speakers.
- 3) Notice will be provided within 14 days of such an organized event.

Section 2. Meetings of the Executive Board.

- 1) The YDU Executive Board will meet no less than once a month.
- 2) All Executive Board members are required to at least 80% of Executive Board meetings, or be subject to impeachment.
- 3) Notice shall be given via email to all executive board members within 48 hours of an Executive Board Meeting.
- 4) Executive Board meetings may be called in excess of once a month by the President, Vice President, or by a majority of Executive Board Members.

Article II – Endorsements

Section 1. Process of Endorsement of Candidates.

1. Candidate endorsement requests shall be submitted in writing to the Executive Board.
2. All endorsements of statewide and federal candidates will be reviewed and approved by the Executive Board.
3. Following approval of the Executive Board, the General Body will be notified of an endorsement vote at a future General body meeting.
4. Endorsements must be approved by a majority of the general body present.

Section 2. Restrictions.

1. Announcement of endorsements can only occur at General Body meetings.
2. Endorsements are prohibited from consideration until the filing deadline for the submitted office has closed.

Article III – Chapter Organizations

Section 1. Chapter Development.

1. All individuals wishing to form a chapter of YDU must complete and submit the official Chartering Application.
2. Applications will be reviewed and accepted or rejected by the Executive Board within 30 days of receipt, and be so notified by YDU.
3. Chapters will comply with all rules defined in the chartering packet, as well as the Constitution and Bylaws of YDU during and after the chartering process.
4. Chapters may develop names in accordance with YDU, and use the logo of YDU as approved by the Executive Board.

Section 2. Chapter Endorsement.

1. All chapters may endorse candidates whose districts are encompassed in part or in whole by the chapter boundaries at general body meetings.
2. Chapter endorsements must be approved by a majority of the chapter General Body.
3. Chapters may not endorse statewide candidates.
4. Chapter endorsements must be made clear on all representative documents that said chapter is the sole endorsing organization, and not YDU.

Article IV – Committees

Section 1. Standing Committees

1. Finance Committee
 - a. The Finance Committee is responsible for overseeing and sustaining the financial well-being and future of YDU.
 - b. The Treasurer shall serve as the chair of the committee, and it shall consist of other members of the YDU Executive Board as needed.
2. Communications Committee
 - a. The Communications Committee is responsible for overseeing and sustaining the image, branding, and overall messaging strategy for YDU.
 - b. The Communications Director shall serve as the chair of the committee, and it shall consist of other members of the YDU Executive Board as needed.

Section 2. Committee Formation.

1. All committees will be formed or disbanded by order of the President.
2. All committees will consist of no fewer than 2, but no more than 10, members of the General Body.
3. All committees will be given a directive by the President or Vice President at the creation of the committee, to which the committee will measurably act in accordance.

Section 3. Committee Reports

1. All committees will provide a detailed report to the Executive Board in a reasonable time according to their set directive.
2. All committees will provide measurable attainment of goals within the provided report.

Section 4. Notice

1. The General Body will be notified of all committee formations and openings via the YDU Newsletter.

Article V – Conflict Resolution

Section 1. Grievance

1. Any member of the YDU Executive Board or a chapter Executive Board may present a grievance in writing to the YDU President, Vice President, Executive Director, or Secretary for review.
2. Upon receipt of the grievance, the YDU President will call an Executive Board meeting within 30 days to review the complaint.
3. All parties named in the grievance are invited to attend the review meeting.

Section 2. Investigative Committee

1. Upon hearing the grievance, the President, Vice President, or Executive Director will appoint an investigative committee.
2. The investigative committee will be comprised of no fewer than 5 members of the general body.
3. The investigative committee will be representative of all parties named in the grievance, executive board members, and other members of the general body as the YDU President sees fit.
4. The investigative committee will report the committee findings and recommendation within 30 days to the Executive Board.

Section 3. Resolution

1. The YDU Executive Board will take appropriate action based on the recommendation of the investigative committee.
2. The Executive Board will provide notice of a decision to all named parties within 30 days of the decision being made.

Article VI – Amendments

Section 1. Resolutions Adopted by Executive Board.

1. Any member in good standing with YDU may propose to change the bylaws.
2. Resolutions to change the bylaws will be heard and adopted or rejected by the Executive Board.