LARAMIE COUNTY DEMOCRATIC GRASSROOTS COALITION
CONSTITUTION AND BYLAWS

CONSTITUTION

Article I (NAME)
The name of this organization is the Laramie County Democratic Grassroots Coalition (LCDGC or Coalition).

Article II (NATURE)
SECTION I. The LCDGC is an organization of politically active and interested men and women, residents of Laramie County, whose interest is to promote the political activities of the Democratic Party.

SECTION II. The LCDGC shall work collaboratively with the Laramie County Central Committee to promote the benefit of the Democratic Party and its programs and projects, and to support candidates, primarily by raising and providing funds to assist them in running for office.

Article III (ELIGIBILITY)
SECTION I. Membership in the LCDGC is open to all interested Democrats residing in Laramie County.

SECTION II. Dues shall be paid annually.

Article IV (POWERS)
This organization is subject to the provisions of the Laramie County Central Committee Constitution and Bylaws, and to the State Democratic Central Committee’s Constitution.

Article V (OFFICERS)
SECTION I. The officers of this Coalition are: President, Vice-President, Recording Secretary and Treasurer.

Article VI (EXECUTIVE COMMITTEE)
SECTION I. There shall be a Coalition Executive Committee consisting of all Coalition officers, chairs of standing committees, and those members designated to serve in an advisory capacity.

SECTION II. In the event of three consecutive unexcused absences at Executive Committee meetings, the position of an officer or committee chair person shall be declared vacant. The Coalition president will send notification to that person and, with the help of the Executive Committee, appoint a replacement.

Article VII (FISCAL YEAR)
SECTION I. The fiscal year of the Coalition shall be from January 1 to December 31.

Article VIII (AMENDMENTS)
SECTION I. This Constitution may be amended by a two-thirds affirmative vote of the members present at a regular meeting, provided the proposed amendment has been read at the previous meeting.

SECTION II. This Constitution shall be automatically amended to conform to the State and County Central Committee Constitutions of the Wyoming Democratic Party.
BYLAWS

Article I (ELECTIONS)

SECTION I. All officers of the Coalition shall be elected in March every two years on the odd numbered years and installed in April.

SECTION II. The votes shall be cast by secret ballot. A majority vote of those present will be necessary to elect.

SECTION III. In order to participate in the election of Coalition officers a member will need to have paid dues for the fiscal year within which the election is held.

Article II (DUTIES OF OFFICERS)

SECTION I. President: It is the duty of the Coalition President: to preside at all meetings of the Coalition and of the Coalition Executive Committee, to enforce observance of the Constitution and Bylaws, to set dates for meetings and develop agendas, to develop an annual plan and budget with the assistance of the Executive Committee, follow up with all committees to assure timely completion of work, prepare an annual report summarizing the year’s events, provide guidance to the Secretary in answering official mail, to perform such other duties as custom and parliamentary usage requires.

SECTION II. Vice-President: It is the duty of the Coalition Vice-President: to assist the President, to perform the duties of the office when the President is absent, and to succeed into that office in case of death, resignation, or removal. The Vice President shall preside over the Membership Committee.

SECTION III. Recording Secretary: It shall be the duty of the Recording Secretary: to record the proceedings of all Coalition and Executive Committee meetings, receive all official mail and prepare responses as deemed necessary after receiving guidance from the President, send out notices as directed by the President, keep a summary of the Treasurer’s report, keep all minutes that are necessary to carry on the work of the office. The Secretary will have a key to the post office box and is responsible for picking up all mail.

SECTION IV. Treasurer: It is the duty of the Coalition Treasurer: to receive all funds belonging to the Coalition and to account for the same. The Treasurer shall pay all orders signed by two members of the Executive Committee officers, keep an account of receipts and expenditures, make a monthly financial report thereon and such other reports as shall be deemed necessary by the Coalition Executive Committee. The Treasurer shall work collaboratively with the Central committee Treasurer to ensure that any required election reports are properly filed with state and federal agencies. Accounts shall be audited biennially in the month immediately preceding Coalition elections by an auditor appointed by the Executive Committee and any action taken as recommended by the auditor (if any) will be reported. The outgoing Treasurer shall present to the successor all funds, vouchers, and records belonging to the Coalition.

Article III (EXECUTIVE COMMITTEE)

SECTION I. Between meetings, the administrative power of this Coalition shall be vested in the Executive Committee and the proceedings of said committee are to be presented to the Coalition at the next meeting.

SECTION II. Special meetings may be called by order of the President or on written request of at least three members of the Executive Committee.
SECTION III. A vacancy occurring in the Executive Committee from any cause other than expiration of a term shall trigger an election and be filled by a majority vote of the members present. A person so elected shall hold office for the remainder of the term of the member whom s/he succeeds. If a vacancy occurs for all the members of the Executive Committee for any cause, their vacancies shall trigger an election to be filled by a majority vote of the members present. Those persons elected shall hold office for the remainder of the term of the members whom they succeed.

SECTION IV. One-third of the members of the Executive Committee constitute a quorum.

SECTION V. The Chair of the Central Committee is an ex-officio member on the Executive Board of the Democratic Grassroots Coalition and the Coalition President is an ex-officio member on the Executive Board of the Laramie County Democratic Central Committee.

SECTION VI. In the absence of the President and Vice President, the Treasurer shall preside at a meeting of the Coalition. If the Treasurer is not present, then the Secretary shall preside. If none of the elected officers are present, there shall be no legitimate meeting.

Article IV (COMMITTEES)

SECTION I. Standing Committees shall be Membership Committee, Events Committee, Public relations Committee and any other committees needed to promote the Coalition.

SECTION II. The President, with the consent of the Executive Committee, shall appoint the standing committees and all other committees necessary to promote the activities of the Coalition.

SECTION III. The duties and powers of all committees are determined by the Executive Committee to whom each committee is accountable.

SECTION IV. All committees shall be renewed every two years with the advent of new officers.

SECTION V. It is the duty of the Ad Hoc By-Laws Committee to meet at the call of the President, and receive and evaluate recommendations for changes in the By-Laws to present to the Coalition members for revisions and amendments.

SECTION VI. It is the primary duty of the Membership Committee to develop and promote continuous recruitment and retention of all members. The Vice-President, serving as Membership Chair, shall maintain a current membership roster and provide a copy to the Executive Committee members as new members are added.

SECTION VII. It is the responsibility of the Events Committee to provide for the needs of all Coalition events as directed by the Executive Committee.

SECTION VIII. The duties of the Public Relations Committee include bringing an awareness of the organization to the community through various means including newspapers, radio, and television. The committee shall also be responsible for finding meeting places for the general membership as well as to make arrangements for speakers or other types of programs for those meetings and promoting fund raising activities.

Article V (ADVISORY BOARD)

SECTION I. The Advisory Board shall consist of those people who have previously served as a member
of the Executive Committee and have been selected by the current Executive Committee to serve as advisors. This position is to advise and encourage the work of the Executive Committee and the LCDGC as a whole.

Article VI   (FINANCE)
SECTION I. The revenue of this Coalition shall be derived from the annual membership dues of its members and from such other sources as may be approved by the Executive Committee.

SECTION II. Effective April 2018, the annual dues for members are $20.00, $15.00 for seniors 60 and over and those members 18 and under. Additional donations should be encouraged to cover the dues of those unable to pay. New members shall pay their dues upon joining the organization.

SECTION III. A minimum of four (4) fund raising activities shall be held each year. All funds raised will be used to promote the benefit of the Democratic Party and its programs and projects, but primarily to provide funds to assist candidates running for office.

Article VII   (LCDGC MEETINGS)
SECTION I. At least two (2) meetings a year shall be called at the discretion of the President and/or Executive Committee. A minimum of four (4) fund raising activities shall be held each year.

SECTION II. A meeting will be held in March of odd numbered years for the purpose of electing Coalition officers to be installed at a meeting in April.

SECTION III. Special meetings of this Coalition may be called by the President, by a majority of the Executive Committee or upon written request of ten members of the Coalition.

SECTION IV. To constitute a quorum, two-thirds of those attending a meeting of the Coalition need to be Coalition members.

Article VIII   (PARLIAMENTARY AUTHORITY)
SECTION I. The Coalition organization shall be governed by Roberts Rules of Order (Newly Revised 10th Edition) on all points not covered by this Constitution and Bylaws.

SECTION II. No member shall speak, provide press releases, negotiate contracts or obligate the Coalition to functions/projects without prior approval of the Executive Committee.

Article IX   (AMENDMENTS)
SECTION I. These Bylaws may be amended by two-thirds affirmative vote of the members present at a regular meeting, provided the proposed amendments were read at the previous meeting.

Article X   (Retention of Records)
SECTION I. To assure effective operation of the Coalition, all records must be maintained for at least five years to provide institutional history. This should include a list of all officers and executive board members who served during the past five years. All maintained records must be transferred to the appropriate officer at the beginning of a new term of office.

Approved 2001
Amended 3/17/05
Amended 6/16/05
Amended 4/20/06
Amended 3/15/07
Amended 4/9/18